

Republic of Philippines
NEGROS ORIENTAL STATE UNIVERSITY
Main Campus I, Dumaguete City
COLLEGE OF BUSINESS ADMINISTRATION

BACHELOR OF SCIENCE IN OFFICE ADMINISTRATION
Per CMO No. 19, series of 2017
Effective School Year 2026-2027

FIRST YEAR

First Semester

Subj. Code SY/Semester	Descriptive Title	Unit	Pre- Requisite	Grade	
GE 1	Understanding the Self	3		_____	_____
GE 2	Readings in Philippine History	3		_____	_____
OA 105	Foundations of Shorthand	3		_____	_____
OA 106	Administrative Office Procedures and Management	3		_____	_____
OA 107	Keyboarding and Digital Document Processing	3		_____	_____
PATHFit 1	Movement Competency Training	2		_____	_____
NSTP 1	National Service Training Program	<u>3</u>		_____	_____
Total No. of Units		20			

Second Semester

GE 3	The Contemporary World	3		_____	_____
GE 4	Mathematics in the Modern World	3		_____	_____
OA 108	Advanced Shorthand	3	OA 105	_____	_____
OA 109	Personal and Professional Development	3		_____	_____
BUS 2	Business Finance	3		_____	_____
PATHFit 2	Exercise-based Fitness Activities	2	PATHFit 1	_____	_____
NSTP 2	National Service Training Program 2	<u>3</u>	NSTP 1	_____	_____
Total No. of Units		20			

SECOND YEAR

First Semester

GE 5	Purposive Communication	3		_____	_____
GE 6	Art Appreciation	3		_____	_____
BA 205	Human behavior in Organizations	3		_____	_____
OA 206	Accounting Fundamentals	3	OA 108	_____	_____
OA 207	Banking and Financial Institutions	3	OA 107	_____	_____
OA 208	Credit and Collection	3	OA 107	_____	_____
PATHFit 3	Dance (Folk)	<u>2</u>	PATHFit 1&2	_____	_____
Total No. of Units		20			

Second Semester

GE 7	Science, Technology, and Society	3		_____	_____
GE 8	Ethics	3		_____	_____
OA 209	Customer Relations Management	3	OA 109	_____	_____
OA 210	Taxation (Income Taxation)	3	OA 106	_____	_____
OA 211	Digital Office Technologies and Automation	3	OA 107	_____	_____
PATHFit 4	Dance (Contemporary)	<u>2</u>	PATHFit 1&2	_____	_____
Total No. of Units		17			

THIRD YEAR

First Semester					
Subj. Code	Descriptive Title	Unit	Pre-Requisite	Grade	SY/Semester
GE 9	Life and Works of Rizal	3		_____	_____
GE 10	Environmental Science	3		_____	_____
MGNT 301	Strategic Management	3		_____	_____
ACCTG 101	Accounting Fundamentals	3		_____	_____
OA 305	Law on Obligations and Contracts	3		_____	_____
OA 306	Business Research and Information Management	3	3 rd Year Standing	_____	_____
Total No. of Units		18			
Second Semester					
GE 11	Gender and Society	3		_____	_____
GE 12	Philippine Popular Culture	3		_____	_____
MGNT 302	Operations Management (TQM)	3	MGNT 301	_____	_____
OA 307	Events and Conference Management	3		_____	_____
OA 308	Machine Shorthand 1	3	OA 211	_____	_____
Total No. of Units		15			

FOURT YEAR

First Semester					
OA 408	Machine Shorthand 2	3	OA 308	_____	_____
OA 409	Legal Office Procedure	3	OA 305	_____	_____
OA 410	Introduction of Project Management	3	Mgnt 302	_____	_____
OA 411	Entrepreneurial Management	3	OA 209	_____	_____
ACCTG 102	Managerial Accounting	3	ACCTG 101	_____	_____
Total No. of Units		15			
Second Semester					
OA 412	Office Administration Internship (300 hours)	3	4 th Year Standing	_____	_____
OA 413	Legal Office Internship (300 hours)	3	4 th Year Standing	_____	_____
Total No. of Units		6			

Summary:	Units
General Education, NSTP, & PE Courses	50
Core Business & Management Education Courses (CBMEC)	6
Office Administration Core Courses	45
Elective Courses	18
Internship (3 units included in core courses and 3 units Included in the elective courses, CMO)	
ADDITION TO THE CMO	12
TOTAL:	131