

BS in Office Administration
(Revised per Board Resolution No. 27, s. 2008)

Subject	Description	Unit	Pre-requisite
First Year, 1st Semester			
* English Plus	Critical Grammatical Structure	-	None
Office Administration 1	Introduction to Word Processing and Keyboarding	3	None
Office Administration 2	Fundamentals of Shorthand	3	None
Management 1	Principles of Management and Organization	3	None
Marketing 1	Principles of Marketing	3	None
English 1	Study and Thinking Skills in English	3	None
Filipino 1	Komunikasyon sa Akademikong Filipino	3	None
NSTP 1	CWTS/LTS/ROTC	3	None
Physical Education 1	Physical Fitness Testing	2	None
<i>* Required for Students who did not qualify in the English Placement Test</i>			
First Year, 2nd Semester			
Office Administration 3	Advanced Keyboarding	3	OA 1
Office Administration 4	Introduction to Transcription	3	OA 2
Management 2	Human Behavior in the Organization	3	Management 1
Finance 1	Basic Finance	3	None
** English 1	Study and Thinking Skills in English	(3)	None
English 2	Writing in the Discipline	3	English 1
Filipino 2	Pagbasa at Pagsulat Tungo sa Pananaliksik	3	Filipino 1
NSTP 2	CWTS/LTS/ROTC	3	NSTP 1
Physical Education 2	Rhythmic Activities	2	P.E. 1
<i>** For students who took English Plus in the First Semester</i>			
Second Year, 1st Semester			
Office Administration 5	Advanced Transcription Part 1	3	OA 4
Office Administration 6	Word Processing with Document Production	3	OA 3
Elective 1		3	OA 1,2,3,4
Accounting 1	Basic Accounting	3	None
Math 1	College Algebra	3	None
Social Science 1	Philippine Government and Constitution	3	None

Natural Science 2	Physical Science	3	None
Physical Education 3	Individual/Dual Team Sports and Games	2	P.E. 1
Second Year, 2nd Semester			
Office Administration 7	Advanced Transcription Part 2	3	OA 5
Office Administration 8	Introduction to Internet	3	OA 6
Elective 2		3	OA 1,2,3,40
Math 1B	Business Mathematics	3	Math 1
Social Science 2	General Psychology	3	None
Humanities 2	Art, Man and Society	3	None
Natural Science 3	Biological Science	3	None
Physical Education 4	Team Sports and Recreational Activities	2	P.E. 3
Third Year, 1st Semester			
Office Administration 9	Business Application Software	3	OA 8
Office Administration 10	Basic Office Administration	3	OA 7
Elective 3		3	OA 1,2,3,4
Elective 4		3	OA 1,2,3,4
Economics 1	Principles of Economics with Land Reform and Taxation	3	None
Literature 1	Philippine Literature	3	None
Third Year, 2nd Semester			
Office Administration 11	Personality Development	3	OA 10
Office Administration 12	Business Report Writing	3	English 2, OA 9
Elective 5		3	OA 1,2,3,4
Elective 6		3	OA 1,2,3,4
Rizal	Life and Works of Rizal	3	None
Social Science 5	Society and Culture with Family Planning	3	None
Fourth Year, 1st Semester			
Office Administration 13	Events Management	3	OA 10, 11
Elective 7		3	OA 1,2,3,4
Practicum 1	General Practicum	3	OA 1 to OA 12
History 1	Philippine History	3	None
Philosophy	Introduction to Philosophy with Logic and Critical Thinking	3	None
Fourth Year, 2nd Semester			
Office Administration 14	Principles of Public and Customer Relations	3	OA 13
Elective 8		3	OA 1,2,3,4

Practicum 2	Specialized Practicum	3	OA 1 to OA 13
Business Combination	Technical Writing in Business	3	English 2, OA 1 to OA 13
<u>Suggested Electives</u>			
<ul style="list-style-type: none"> • <i>Office Systems Administration</i> • <i>Specialized Office Procedures</i> • <i>Entrepreneurship</i> • <i>Business Law and Taxation</i> • <i>Mathematics of Investment</i> • <i>Basic Research</i> • <i>Filipino Steno</i> • <i>MIS Concept</i> • <i>Managerial Accounting</i> • <i>Specialized Shorthand</i> • <i>Office Administration Research</i> 			