

BACHELOR OF SCIENCE IN OFFICE ADMINISTRATION

ABM TRACK

FIRST YEAR

First Semester

FG	Course No.	Course Title	Units
	OACC 100	Basic Keyboarding & Intro to Word Processing	6
	BUSMAN101	Human Behaviour in Organization	3
	MATMOD	Mathematics in the Modern World	3
	UNDESELF	Understanding the Self	3
	SPIECO	Spirituality & Ecology in the Christian, Ignatian & Islamic Traditions	3
	PHIHIS	Readings in Philippine History	3
	FPP-NSTP1	Freshmen Formation Program/NSTP1	4.5
	PATHFIT1	Movement Enhancement	2
		Total	27.5

Second Semester

FG	Course No.	Course Title	Units
	OACC 101	Foundations of Shorthand	6
	BUSMAN102	Business Research	3
	PURCOM	Purposive Communication	3
	PHIHUM	Philosophy of the Human Person: Social & Political Dimensions	3
	VOCMIS	Vocation & Mission in the Christian, Ignatian & Islamic Traditions	3
	RIZAL	Life and Works of Rizal	3
	FPP-NSTP2	Freshmen Formation Program/NSTP2	4.5
	PATHFIT2	Fitness Exercise	2
		Total	27.5

SUMMER

FG	Course No.	Course Title	Units
	BUSMAN 103	Environmental Management	3
	BUSMAN 104	Project Management	3

SECOND YEAR

First Semester

FG	Course No.	Course Title	Units
	OACC 102	Advanced Shorthand	3
	OACC 103	Business Correspondence	3
	OACC 104	Personal & Prof Development	3
	OACC 105	Admin Office Procedures w/Emphasis on Records Management	3
	MRKTG 01	Marketing Management	3
	ETHICS	Ethics	3
	CONWOR	Contemporary World	3
	PATHFIT 3	Dance/Sports/Rec & Games I	2
		Total	23

Second Semester

FG	Course No.	Course Title	Units
	OACC 106	Customer Service Relations	3
	OACC 107	Business Report Writing	3
	PROF ELEC1	Professional Elective 1	3
	BUSMAN106a	Operations Management	3
	FINACC 0a	Financial Accounting	3
	ARTAPP	Art Appreciation	3
	SCITECS	Science, Technology & Society	3
	PATHFIT4	Dance/Sports/Rec & Games 2	2
		Total	23

SUMMER

FG	Course No.	Course Title	Units
	PROF ELEC2	Professional Elective 2	3
	PROF ELEC3	Professional Elective 3	3
	BUSMAN108	Human Resource Management	3

THIRD YEAR

First Semester

FG	Course No.	Course Title	Units
	OACC 108	Internet Research for Business	3
	OACC 109	Machine Shorthand	3
	OACC 110	Entrep Behavior & Competencies	3
	FINMAN 2	Financial Management	3
	LAW 01	Obligations and Contract	3
	TAX 01	Income Taxation	3
	GE ELECT-LM	Literatures of Mindanao	3
	ECON 01	Business Economics	3
		Total	24

Second Semester

FG	Course No.	Course Title	Units
	OACC 111	Events Management	3
	OACC 112	Integrated Software Application	3
	OACC 113	Office Business Machine	3
	BUSMAN 111	Strategic Management	3
	MIS 1	Management Information System	3
	PROF ELEC4	Professional Elective 4	3
	GE ELECT-GB	Great Books: World Literary Classics	3
	PROF ELEC5	Professional Elective 5	
		Total	21

FOURTH YEAR

First Semester

FG	Course No.	Course Title	Units
	OACC 114	Office Administration Internship	3
		Total	3

Second Semester

FG	Course No.	Course Title	Units
	OACC 115	Elec-Legal Office Internship or Medical Office Internship	3
		Total	3

BSOA ELECTIVES:

Electives	Subject/Code	Course Title	Units
BUSMAN ELECTIVE	BUSMAN 117	Advertising	3
BUSMAN ELECTIVE	BUSMAN 119	Change Management	3
BUSMAN ELECTIVE	BUSMAN 134	Risk Management	3
PROFESSIONAL ELECTIVE	OACC 116	Customer Analytics	3
PROFESSIONAL ELECTIVE	OACC 117	Filipino Shorthand	3
PROFESSIONAL ELECTIVE	OACC 118	International Studies	3
PROFESSIONAL ELECTIVE	OACC 119	Legal Office Procedures	3
PROFESSIONAL ELECTIVE	OACC 120	Machine Shorthand	3
PROFESSIONAL ELECTIVE	OACC 121	Medical Office Procedures	3
PROFESSIONAL ELECTIVE	OACC 122	Web Design	3

BACHELOR OF SCIENCE IN OFFICE ADMINISTRATION

NON-ABM TRACK

FIRST YEAR
First Semester

FG	Course No.	Course Title	Units
	OACC 100	Basic Keyboarding & Intro to Word Processing	6
	ABMBC 2	Principles of Management and Marketing	(3)
	BUSMAN101	Human Behavior in Organization	3
	MATMOD	Mathematics in the Modern World	3
	UNDSELF	Understanding the Self	3
	SPIECO	Spirituality & Ecology in the Christian, Ignatian & Islamic Traditions	3
	PHIHIS	Readings in Philippine History	3
	FPP-NSTP1	Freshmen Formation Program/NSTP1	4.5
	PATHFIT1	Movement Enhancement	2
		Total	30.5

Second Semester

FG	Course No.	Course Title	Units
	OACC 101	Foundations of Shorthand	6
	ABMBC 1	Fundamentals of Accounting 1 & 2	(3)
	BUSMAN102	Business Research	3
	PURCOM	Purposive Communication	3
	PHIHUM	Philosophy of the Human Person: Social & Political Dimensions	3
	VOCMIS	Vocation & Mission in the Christian, Ignatian & Islamic Traditions	3
	RIZAL	Life and Works of Rizal	3
	FPP-NSTP2	Freshmen Formation Program/NSTP2	4.5
	PATHFIT2	Fitness Exercise	2
		Total	30.5

SUMMER

FG	Course No.	Course Title	Units
	BUSMAN 103	Environmental Management	3
	BUSMAN 104	Project Management	3
	ABMBC 3	Business Finance & Applied Economics	3

SECOND YEAR
First Semester

FG	Course No.	Course Title	Units
	OACC 102	Advanced Shorthand	3
	OACC 103	Business Correspondence	3
	OACC 104	Personal & Prof Development	3
	OACC 105	Admin Office Procedures w/Emphasis on Records Management	3
	MRKTG 01	Marketing Management	3
	ABMBC4	Business Math	3
	ETHICS	Ethics	3
	CONWOR	Contemporary World	3
	PATHFIT 3	Dance/Sports/Rec & Games I	2
		Total	26

Second Semester

FG	Course No.	Course Title	Units
	OACC 106	Customer Service Relations	3
	OACC 107	Business Report Writing	3
	PROF ELEC1	Professional Elective 1	3
	BUSMAN106a	Operations Management	3
	FINACC 0a	Financial Accounting	3
	ARTAPP	Art Appreciation	3
	SCITECS	Science, Technology & Society	3
	PATHFIT4	Dance/Sports/Rec & Games 2	2
		Total	23

SUMMER

FG	Course No.	Course Title	Units
	PROF ELEC2	Professional Elective 2	3
	PROF ELEC3	Professional Elective 3	3
	BUSMAN108	Human Resource Management	3

THIRD YEAR
First Semester

FG	Course No.	Course Title	Units
	OACC 108	Internet Research for Business	3
	OACC 109	Machine Shorthand	3
	OACC 110	Entrep Behavior & Competencies	3
	FINMAN 2	Financial Management	3
	LAW 01	Obligations and Contract	3
	TAX 01	Income Taxation	3
	ECON 01	Business Economics	3
	GE ELECT-LM	Literatures of Mindanao	3
		Total	24

Second Semester

FG	Course No.	Course Title	Units
	OACC 111	Events Management	3
	OACC 112	Integrated Software Application	3
	OACC 113	Office Business Machine	3
	BUSMAN 111	Strategic Management	3
	MIS 1	Management Information System	3
	PROF ELEC4	Professional Elective 4	3
	PROF ELEC5	Professional Elective 5	3
	GE ELECT-GB	Great Books: World Literary Classics	3
		Total	24

FOURTH YEAR
First Semester

FG	Course No.	Course Title	Units
	OACC 114	Office Administration Internship	3
		Total	3

Second Semester

FG	Course No.	Course Title	Units
	OACC 115	Elec-Legal Office Internship or Medical Office Internship	3
		Total	3

BSOA ELECTIVES (Non-ABM Track):

Electives	Subject/Code	Course Title	Units
BUSMAN ELECTIVE	BUSMAN 117	Advertising	3
BUSMAN ELECTIVE	BUSMAN 119	Change Management	3
BUSMAN ELECTIVE	BUSMAN 129	Hotel and Restaurant Management	3
BUSMAN ELECTIVE	BUSMAN 133	Payroll Accounting	3
BUSMAN ELECTIVE	BUSMAN 134	Risk Management	3
BUSMAN ELECTIVE	BUSMAN 137	Service Management	3
PROFESSIONAL ELECTIVE	OACC 116	Customer Analytics	3
PROFESSIONAL ELECTIVE	OACC 117	Filipino Shorthand	3
PROFESSIONAL ELECTIVE	OACC 118	International Studies	3
PROFESSIONAL ELECTIVE	OACC 119	Legal Office Procedures	3
PROFESSIONAL ELECTIVE	OACC 121	Medical Office Procedures	3
PROFESSIONAL ELECTIVE	OACC 122	Web Design	3