

BACHELOR OF SCIENCE IN OFFICE ADMINISTRATION					
EFFECTIVE ACADEMIC YEAR 2018-2019					
(Updated Program of Study as of Academic Year 2020-2021)					
COURSE CODE	COURSE TITLE	HOURS		UNITS	PRE-REQUISITE
		LEC	LAB		
FIRST YEAR					
FIRST SEMESTER		18	0	23	
OAD131	Administrative Office Procedures and Management	3	0	3	
OAD133	Foundations of Shorthand	3	0	3	
OAD135	Personal and Professional Development	3	0	3	
MATH031	Mathematics in the Modern World	3	0	3	
ENGL031	Purposive Communication	3	0	3	
SOCSCI032	The Contemporary World	3	0	3	
PE103	Movement Enhancement			2	
NSTP111	National Service Training Program 1			3	
SECOND SEMESTER		16	6	23	
OAD122	Keyboarding and Documents Processing	1	6	3	
OAD134	Advanced Shorthand	3	0	3	OAD133
OAD136	Records Management	3	0	3	
ENGL033	Conversational English with Public Speaking	3	0	3	
STS031	Science, Technology and Society	3	0	3	
PSYCH031	Understanding the Self	3	0	3	
PE104	Fitness Exercises			2	PE103
NSTP112	National Service Training Program 2			3	NSTP111
SECOND YEAR					
FIRST SEMESTER		18	3	21	
OAD231	Business Report Writing	3	0	3	
LAW231	Business Law - Obligations and Contracts	3	0	3	
MGT033	Operations Management (T.Q.M.)	3	0	3	Organization and Management
CSIT111	Introduction to Computing	3	0	3	
CSIT101	Modern Tools 1	0	3	1	OAD122
ENGL254	Business Communication	3	0	3	
PHILO031	Ethics	3	0	3	
PE 205	Physical Activities Towards Health and Fitness I			2	PE103
SECOND SEMESTER		10	9	15	
OAD222	Office Administration Internship (300 hours)	1	6	3	OAD131
OAD234	Customer Relations	3	0	3	OAD131
CSIT102	Modern Tools 2	0	3	1	CSIT 111, CSIT101
BA032	Basic Supervision	3	0	3	
SOCSCI031	Readings in Philippine History	3	0	3	
PE 206	Physical Activities Towards Health and Fitness II			2	PE103
THIRD YEAR					
FIRST SEMESTER		16	15	21	
OAD341	Internet Research for Business	1	6	3	
OAD343	Machine Shorthand 1	1	6	3	OAD133
OADPE331	Legal Office Procedures	3	0	3	OAD134, OAD222

COMP341	Internet and Web Programming 1	2	3	3	CSIT102
BA033	Human Resource Management	3	0	3	
GE-OAD1	General Education Elective 1	3	0	3	
HUM031	Art Appreciation	3	0	3	
SECOND SEMESTER		15	9	18	
OAD332	Events Management	3	0	3	OAD131, Fundamentals of ABM 1
OADPE332	International Studies	3	0	3	
OADPE342	Machine Shorthand 2	1	6	3	OAD343
COMP342	Internet and Web Programming 2	2	3	3	COMP341
BA036	Business Research	3	0	3	
GE-OAD2	General Education Elective 2	3	0	3	
FOURTH YEAR					
FIRST SEMESTER		18	0	18	
OAD431	Entrepreneurial Behavior and Competencies	3	0	3	
TAX231	Income Taxation	3	0	3	Applied Economics
MGT035	Strategic Management	3	0	3	Business Finance, Principles of Marketing
PA132	Good Governance and Social Responsibility	3	0	3	MGT131
FLELEC1	Foreign Language Elective 1	3	0	3	
GE-OAD3	General Education Elective 3	3	0	3	
SECOND SEMESTER		10	6	12	
OADPE432	Legal Office Internship (300 hours)	3	0	3	OAD222, OADPE331
OADPE442	Introduction to Project Management	1	6	3	
FLELEC2	Foreign Language Elective 2	3	0	3	FLELEC1
RIZAL031	The Life and Works of Rizal	3	0	3	
GRAND TOTAL		121	48	151	
PROFESSIONAL ELECTIVE COURSES					
OADPE331	Legal Office Procedures	3	0	3	OAD134, OAD222
COMP341	Internet and Web Programming 1	2	3	3	CSIT102
COMP342	Internet and Web Programming 2	2	3	3	COMP341
OADPE332	International Studies	3	0	3	
OADPE342	Machine Shorthand 2	1	6	3	OAD343
OADPE432	Legal Office Internship (300 hours)	3	0	3	OAD331, OAD222
OADPE442	Introduction to Project Management	1	6	3	
FOREIGN LANGUAGE ELECTIVES					
FL031	Foreign Language 1: Spanish 1	3	0	3	
FL032	Foreign Language 2: Spanish 2	3	0	3	FL031
FL033	Foreign Language 3: Nihongo 1	3	0	3	
FL034	Foreign Language 4: Nihongo 2	3	0	3	FL033
FL035	Foreign Language 5: German 1	3	0	3	
FL036	Foreign Language 6: German 2	3	0	3	FL035
GENERAL EDUCATION ELECTIVES					
ENTREP212	Entrepreneurial Mind	3	0	3	
ENGL014	Technical Writing/ Communication	3	0	3	
IT031	Living in the IT Era	3	0	3	