



CAVITE STATE UNIVERSITY GENERAL TRIAS CITY CAMPUS

Town Proper, City of General Trias, Cavite

Creating a Community of Life-Long Learners

BACHELOR OF SCIENCE IN OFFICE ADMINISTRATION

FIRST SURVEY VISIT

**AREA III
CURRICULUM AND INSTRUCTION**



CAVITE STATE UNIVERSITY GENERAL TRIAS CITY CAMPUS

Town Proper, City of General Trias, Cavite

BACHELOR OF SCIENCE IN OFFICE ADMINISTRATION

FIRST SURVEY VISIT

**AREA III
CURRICULUM AND
INSTRUCTION**

**COURSE
CURRICULUM**



NEW CURRICULUM



Republic of the Philippines
CAVITE STATE UNIVERSITY
 General Trias City Campus

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BACHELOR OF SCIENCE IN OFFICE ADMINISTRATION

Revised in accordance to CMO No. 19, s, 2017

AY 2021-2022

Name of Student: _____
 Student Number: _____
 Home Address: _____
 High School: _____

Date of Admission: _____
 Date of Birth: _____
 Nationality: _____
 Address: _____

COURSE CODE	COURSE TITLE	CREDIT UNIT		CONTACT HRS.		PRE-REQUISITE	SEM / YR TAKEN	PROFESSOR / INSTRUCTOR	FINAL GRADE
		Lec	Lab	Lec	Lab				

FIRST YEAR

First Semester

GNED 07	The Contemporary World	3	0	3	0	NONE			
GNED 08	Understanding the Self	3	0	3	0	NONE			
OFAD 50	Foundations of Shorthand	3	0	3	0	NONE			
OFAD 55	Keyboarding and Documents Processing	1	2	1	6	NONE			
OFAD 60	Personal and Professional Development	3	0	3	0	NONE			
FITT 1	Movement Enhancement	2	0	2	0	NONE			
NSTP 1	CWTS / LTS / ROTC	3	0	3	0	NONE			
CvSU 101	Institutional Orientation	1	0	1	0	NONE			
TOTAL		19	2	19	6				

Second Semester

GNED 02	Ethics	3	0	3	0	NONE			
GNED 03	Mathematics in the Modern World	3	0	3	0	NONE			
GNED 05	Purposive Communication	3	0	3	0	NONE			
GNED 06	Science, Technology, and Society	3	0	3	0	NONE			
OFAD 65	Advanced Shorthand	3	0	3	0	OFAD 50			
OFAD 70	Administrative Office Procedures and Management	3	0	3	0	OFAD 60			
FITT 2	Fitness Exercises	2	0	2	0	FITT 1			
NSTP 2	CWTS / LTS / ROTC	3	0	3	0	NSTP 1			
TOTAL		23	0	23	0				

SECOND YEAR

First Semester

GNED 01	Art Appreciation	3	0	3	0	NONE			
GNED 04	Mga Babasahin Hinggil sa Kasasaysayan ng Pilipinas	3	0	3	0	NONE			
GNED 11	Kontekstwalisadong Komunikasyon sa Filipino	3	0	3	0	NONE			
OFAD 75	Internet Research for Business	2	1	2	3	NONE			
OFAD 80	Customer Relations	3	0	3	0	NONE			
OFAD 85	Events Management	3	0	3	0	OFAD 70			
FITT 3	Physical Activities towards Health and Fitness I	2	0	2	0	FITT 1			
TOTAL		19	1	19	3				

Second Semester

FITT 4	Physical Activities towards Health and Fitness II	2	0	2	0	FITT 1			
OFAD 199A	Office Administration Internship (200 hours)	1	2	1	6	Second Year Standing			
TOTAL		3	2	3	6				

BS OFFICE ADMINISTRATION

COURSE CODE	COURSE TITLE	CREDIT UNIT		CONTACT HRS.		PRE-REQUISITE	SEM / YR TAKEN	PROFESSOR / INSTRUCTOR	FINAL GRADE
		Lec	Lab	Lec	Lab				

THIRD YEAR

First Semester

GNED 09	Life and Works of Rizal	3	0	3	0	NONE			
GNED 10	Gender and Society	3	0	3	0	NONE			
IENG 21	Operations Management (TQM)	3	0	3	0	NONE			
OFAD 90	Business Report Writing	3	0	3	0	NONE			
OFAD 126	Office Professional Elective 1 - Legal Office Procedures	1	2	1	6	NONE			
OFAD 106	Office Professional Elective 2 - Filipino Stenography	3	0	3	0	OFAD 65			
TOTAL		16	2	16	6				

Second Semester

GNED 14	Panitikang Panlipunan	3	0	3	0	NONE			
OFAD 100	Integrated Software Applications (MIS Concept, Desktop Publishing, Word Processing, Spreadsheet, and Presentation)	1	2	1	6	OFAD 55			
OFAD 95	Machine Shorthand I	1	2	1	6	OFAD 50			
OFAD 115	Entrepreneurial Behavior and Competencies	3	0	3	0	NONE			
OFAD 111	Office Professional Elective 3 - Accounting 2	3	0	3	0	NONE			
TOTAL		11	4	11	12				

FOURTH YEAR

First Semester

BMGT 24	Business Law	3	0	3	0	NONE			
BMGT 28	Taxation	3	0	3	0	NONE			
OFAD 150	Strategic Management	3	0	3	0	NONE			
OFAD 121	Office Professional Elective 4 - Introduction to Project Management	1	2	1	6	NONE			
OFAD 131	Office Professional Elective 5 - Customer Analytics	3	0	3	0	NONE			
TOTAL		13	2	13	6				

Second Semester

OFAD 199B	Office Professional Elective 6 - Legal Office Internship (200hrs.)	1	2	1	6	OFAD 199A			
TOTAL		1	2	1	6	NONE			

Prepared by:


ROGELYN P. ALARCA
 Campus Registrar

Certified True and Correct:


LAURO B. PASCUA, PhD
 Campus Administrator



BS OFFICE ADMINISTRATION

OLD CURRICULUM

August 2018



Republic of the Philippines
CAVITE STATE UNIVERSITY
General Trias City Campus

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BACHELOR OF SCIENCE IN OFFICE ADMINISTRATION

Name of Student: _____ Date of Admission: _____
Student Number: _____ Date of Birth: _____
Home Address: _____ Nationality: _____
High School: _____ Address: _____

COURSE CODE	COURSE TITLE	CREDIT UNIT		CONTACT HRS.		PRE-REQUISITE	SEM / YR TAKEN	PROFESSOR / INSTRUCTOR	FINAL GRADE
		Lect.	Lab	Lect.	Lab				

FIRST YEAR

First Semester

CvSU 101	Institutional Orientation	(1)	0	1	0	NONE			
GNED 07	The Contemporary World	3	0	3	0	NONE			
GNED 08	Understanding the Self	3	0	3	0	NONE			
OFAD 50	Foundations of Shorthand	1	2	1	6	NONE			
OFAD 55	Keyboarding and Documents Processing	2	0	2	3	NONE			
OFAD 60	Personal and Professional Development	3	0	3	0	NONE			
MNGT 21	Principles of Management	3	0	3	0	NONE			
FITT 1	Movement Enhancement	3	0	2	0	NONE			
NSTP 1	National Service Training Program 1	3	0	3	0	NONE			
	TOTAL	21	2	21	9				

Second Semester

GNED 02	Ethics	3	0	3	0	NONE			
GNED 03	Mathematics in Modern World	3	0	3	0	NONE			
GNED 05	Purpose Communication	3	0	3	0	NONE			
GNED 06	Science, Technology, and Society	3	0	3	0	NONE			
OFAD 65	Advanced Shorthand	1	2	1	6	OFAD 50			
OFAD 70	Administrative Office Procedures and Management	3	0	3	0	OFAD 60 & MNGT 21			
FITT 2	Fitness Exercises	2	0	2	0	FITT 1			
NSTP 2	National Service Training Program 2	3	0	3	0	NSTP 1			
	TOTAL	21	2	21	6				

SECOND YEAR

First Semester

GNED 01	Art Appreciation	3	0	3	0	NONE			
GNED 04	Mga Babasahin Hinggil sa Kasaysayan ng Pilipinas	3	0	3	0	NONE			
GNED 11	Konstekstwalisadong Komunikasyon sa Filipino	3	0	3	0	NONE			
OFAD 75	Internet Research for Business	1	2	2	3	NONE			
OFAD 80	Customer Relations	3	0	3	0	NONE			
OFAD 85	Events Management	3	0	3	0	OFAD 70, MNGT 21			
OFAD 90	Business Report Writing	3	0	3	0	NONE			
FITT 3	Physical Activities Toward Health and Fitness I	2	0	2	0	FITT 1			
	TOTAL	21	2	22	3				

Second Semester

GNED 12	Dalumat Ng/Sa Filipino	3	0	3	0	NONE			
FITT 4	Physical Activities Toward Health and Fitness II	2	0	2	0	FITT 1			
OFAD 199A	Office Administration Internship (200 hours)	1	2	1	2	All First and Second Year			
	TOTAL	6	2	6	2				

COURSE CODE	COURSE TITLE	CREDIT UNIT		CONTACT HRS.		PRE-REQUISITE	SEM / YR TAKEN	PROFESSOR / INSTRUCTOR	FINAL GRADE
		Lect.	Lab	Lect.	Lab				

THIRD YEAR

First Semester

GNED 10	Gender and Society	3	0	3	0	NONE			
GNED 14	Panitikang Panlipunan	3	0	3	0	NONE			
OFAD 95	Machine Shorthand I	1	2	1	6	OFAD 50			
OFAD 100	Integrated Software Applications (MIS Concept, Desktop Publishing, Word Processing, Spreadsheet, and Presentation)	2	1	2	3	OFAD 55			
OFAD 101	Office Professional Elective 1 - Medical Office Procedure	2	1	2	3	OFAD 65, OFAD 70, OFAD 199A			
OFAD 106	Office Professional Elective 2 - Filipino Stenography	1	2	1	6	OFAD 65			
OFAD 111	Office Professional Elective 3 - Accounting 2	3	0	3	0	NONE			
BMED 67	Office Professional Elective 4 - Human Anatomy and Physiology	3	0	3	0	NONE			
TOTAL		18	6	18	18				

Second Semester

OFAD 105	Bookkeeping for Servicing & Merchandising Firms	3	0	3	0	OFAD 111			
IENG 21	Operations Management (TQM)	3	0	3	0	MNGT 21			
OFAD 199B	Office Professional Elective 5 - Medical Office Internship (200 hours)	1	2	1	2	BMED 67, OFAD 101, OFAD 199A			
TOTAL		7	2	7	2				

FOURTH YEAR

First Semester

BMGT 24	Obligations and Contract	3	0	3	0	NONE			
BMGT 28	Income and Taxation	3	0	3	0	NONE			
BMGT 30	Strategic Management	3	0	3	0	MNGT 21			
OFAD 110	Methods of Research	3	0	3	0	NONE			
OFAD 115	Entrepreneurial Behavior and Competencies	3	0	3	0	OFAD 80			
OFAD 116	Office Professional Elective 6 - Legal Office Procedures	1	2	2	3	OFAD 65, OFAD 199A			
OFAD 121	Office Professional Elective 7 - Introduction to Project Management	1	2	2	3	MNGT 21			
TOTAL		17	4	19	6				

Second Semester

GNED 09	Life and Works of Rizal	3	0	3	0	NONE			
ITEC 50A	Design	1	2	2	3	NONE			
OFAD 199C	Office Professional Elective 9 - Legal Office Internship (200hrs.)	1	2	1	2	OFAD 116, OFAD 199B			
TOTAL		5	4	6	5	NONE			
GRAND TOTAL		116	24	120	51				

Prepared by:


ROGELYN P. ALARCA
 Campus Registrar

Noted:


NOEL B. MANARPIIS, PhD
 Curriculum and Instruction Head

Certified True and Correct:


LAURO B. PASCUA, PhD
 Campus Administrator

