

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

Sudent Number:	Name of Stud	dent:			Date of	of Adm	ission:		
Home Address:	Student Num	ber:			Date of	of Birth	:		
COURSE COURSE TITLE	Home Addres	SS:							
CODE	High School:				Addre	ss:			
CODE	COURCE	Τ	0050	T	CONTA	OT !!DO		OFM (VD	FINIAL
FIRST YEAR		COURSE TITLE		_		_			
First Semester GNED 07	CODE	FIRST		Lab	Lec	Lab		TAKEN	ONADL
GNED 07	First Semest		LAI						
GNED 08		000000	3	0	3	0	NONE		
OFAD 55	GNED 08		3	0	3	0	NONE		
OFAD 60	OFAD 50		3	0	3	0	NONE		
OFAD 60 Personal and Professional Development	OFAD 55	Keyboarding and Documents Processing	1	2	1	6	NONE		
NSTP 1	OFAD 60		3	0	3	0	NONE		
CVSU 101 Institutional Orientation	FITT 1	Movement Enhancement	2	0	2	0	NONE		
Second Semester	NSTP 1	CWTS / LTS / ROTC	3	0	3	0	NONE		
Second Semester	CvSU 101	Institutional Orientation	1	0	1	0	NONE		
Second Semester Second Sem		TOTAL	19	2	19	6			
Second Semester Second Sem	Second Sem	ester							
GNED 03 Mathematics in the Modern World 3 0 3 0 NONE	GNED 02	Ethics	3	0	3	0	NONE		
Second Semester		Mathematics in the Modern World		0	3	0			
Science Technology and Society 3		Purposive Communication		0	3	0			
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 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 GFAD 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 2 0 FITT 1 TOTAL		·	3	0	3	0	NONE		
FITT 2	OFAD 65	Advanced Shorthand	3	0	3	0	OFAD 50		
FITT 2	OFAD 70	Administrative Office Procedures and Management	3	0	3	0	OFAD 60		
SECOND YEAR	FITT 2	-	2	0	2	0	FITT 1		
SECOND YEAR	NSTP 2	CWTS / LTS / ROTC	3	0	3	0	NSTP 1		
Second Semester GNED 01		TOTAL	23	0	23	0			
GNED 04 Mga Babasahin Hinggil sa Kasasaysayan ng Pilipinas 3		er	1		د ا	l 0	NONE		
GNED 11 Kontekstwalisadong Komunikasyon sa Filipino 3					10000				
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 Second Semester FITT 4 Physical Activities towards Health and Fitness II 2 0 2 0 FITT 1 OFAD 199A Office Administration Intership (200 hours) 1 2 0 Second Year			_	_		-			
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 Second Semester FITT 4 Physical Activities towards Health and Fitness II 2 0 2 0 FITT 1 OFAD 199A Office Administration Intership (200 hours) 1 2 0 Second Year		· · ·	_		_	-			
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 OFAD 199A Office Administration Intership (200 hours) 1				_	_	_			
FITT 3		1804 O SECULO AND		-	1000				
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 Intership (200 hours) 1 2 1 6 Second Year		-							
Second Semester FITT 4 Physical Activities towards Health and Fitness II 2 0 2 0 FITT 1 OFAD 199A Office Administration Intership (200 hours) 1 2 1 6 Second Year	FILLS		_				ГПТ		
FITT 4 Physical Activities towards Health and Fitness II 2 0 2 0 FITT 1 OFAD 199A Office Administration Intership (200 hours) 1 2 1 6 Second Year		TOTAL	13		19				
OEAD 100A Office Administration Intership (200 hours) 1 2 1 6 Second Year	Second Sem	ester							
OEAL 1000 Inflice Administration Inference (200 hours)	FITT 4	Physical Activities towards Health and Fitness II	2	0	2	0			
Of AD 199A Office Administration intership (200 flours)	OFAD 199A	Office Administration Intership (200 hours)	1	2	1	6	Second Year Standing		
TOTAL 3 2 3 6		TOTAL	3	2	3	6			



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

THIRD YEAR

	nester

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

Second Semester

GNED 14	Panitikang Panlipunan	3	0	3	0	NONE		
OFAD 100	Integated Software Applications (MIS Concept,Desktop Publishing,Word Processing,Spreedsheet,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

I mat ocimes	ter						10	
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		28 8	Ž.

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:

Certified True and Correct:

ROGELYN P. ALARCA Campus Registrar

LAURO B. PASCUA, PhD Campus Administrator 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 Num	ber:			Date o	f Birth:							
Home Addres	s:		- 8	Nation	ality:	G.						
High School:				Addres	55:							
				I								
COURSE	COURSE TITLE	Lect.	Lab	CONTA Lect.	CT HRS.	PRE- REQUISITE	SEM / YR TAKEN	PROFESSOR / INSTRUCTOR	FINAL GRADE			
FIRST YEAR		Lect.	Lab	Lect.	Lab	REQUISITE	IAKLIV		GRADE			
FIRST TEAR	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						
N31F I	TOTAL	21	2	21	9	NONL						
	101/12		_									
	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												
SECOND TEAK	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							
GNED 12	Second Semester Dalumat Ng/Sa Filipino	3	0	3	0	NONE	Ī					
FITT 4	Physical Activities Toward Health and Fitness II	2	0	2	0	FITT 1			<u> </u>			
OFAD 199A	Office Administration Intership (200 hours)	1	2	1	2	All First and Second Year						
	TOTAL	6	2	6	2	Scond real	1		1			

COURSE		CREDI	T UNIT	CONTA	CT HRS.	PRE-	SEM / YR	PROFESSOR /	FINAL
CODE	COURSE TITLE	Lect.	Lab	Lect.	Lab	REQUISITE	TAKEN	INSTRUCTOR	GRADE
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	Integated Software Applications (MIS Concept,Desktop Publishing, Word Processing,Spreedsheet,and Presentation)	2	1	2	3	OFAD 55			
OFAD 101	Office Proffesional Elective 1 - Medical Office Procedure	2	1	2	3	OFAD 65 , OFAD 70, OFAD 199A			
OFAD 106	Office Profesional 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			•	
89		70:		17					
	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			
	IOIAL	3	-		,	INOINE			

Prepared by:

ROGELYN P. ALARCA Campus Registrar

GRAND TOTAL

Noted:

116 24 120

Certified True and Correct:

NOEL B. MANARPIIS, PhD

Curriculum and Instruction Head

Campus Administrator