Outcome Based Education (OBE) Curriculum

BACHELOR OF SCIENCE IN OFFICE ADMINISTRATION

**Revised Curriculum**

Academic Year 2025-2026

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| **CURRICULUM DESCRIPTION** |

|  |  |  |
| --- | --- | --- |
| **COURSE**  **Bachelor of Science in Office Administration** | **Required Minimum**  **Number of Units per CMO NO. 19, Series 2017** | **Institution** |
| General Education | 36 | 36 |
| National Service Training Program (NSTP | 6 | 6 |
| PATHFIT | 8 | 8 |
| Core Business and Management Education Courses | 6 | 6 |
| Core Courses | 45 | 57 |
| Professional Electives Courses | 18 | 18 |
| Internship (units included in Core Courses and 3 units included in Elective Courses) |  |  |
| Minimum Total Units | 119 | 131 |

1. **GENERAL EDUCATION**

**36**

OA GE 101 Understanding the Self 3

OA GE 102 Mathematics in the Modern World 3

OA GE 103 The Contemporary World 3

OA GE 104 Purposive Communication 3

OA GE 105 Science, Technology and Society 3

OA GE 106 Readings in the Philippine History 3

OA GE 201 Rizal’s Life and Works 3

OA GE 202 Art Appreciation 3

OA GE 203 Ethics 3

GE ELEC 101 Mathematics, Science & Technology

(Living in IT Era) 3

GE ELEC 102 Social, Science and Philosophy

(Phil. Indigenous Communities) 3

GE ELEC 201 Arts & Humanities

(Peace Studies/Education) 3

1. **NATIONAL SERVICE TRAINING PROGRAM (NSTP 6**

NSTP 1 National Service Training Program 1 3

NSTP 2 National Service Training Program 2 3

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1. **PHYSICAL EDUCATION 8**

PE 1 (PATHFIT 1) Movement Competency Training (MCT) 2

PE 2 (PATHFIT 2) Exercise-based Fitness Activities 2

PE 3 (PATHFIT 3) Dance (Folk Dance) 2

PE 4 (PATHFIT 4) Sports (Volleyball/Basketball) 2

1. **Core Business and Management Education Courses (CBMEC) 6**

CBMEC 301 Strategic Management 3

CBMEC 302 Operations Management (T.Q.M.) 3

1. **OFFICE ADMINISTRATION CORE COURSES 45**

OA CORE 101 Foundation of Shorthand 3

OA CORE 102 Keyboarding and Documents Processing 3

OA CORE 103 Personal and Professional Development 3

OA CORE 201 Administrative Office Procedures and Management 3

OA CORE 202 Taxation (Income Taxation) 3

OA CORE 203 Business Law 3

OA CORE 204 Advanced Shorthand 3

OA CORE 301 Internet Research for Business 3

OA CORE 302 Machine Shorthand 1 3

OA CORE 303 Integrated Software Application 3

OA CORE 304 Entrepreneurial Behavior and Competencies 3

OA CORE 305 Business Report Writing 3

OA CORE 306 Events Management 3

OA CORE 307 Customer Relations 3

OA CORE 308 Office Administration Internship 300 hrs 3

**Other Core Courses prescribed by the Institution 12**

Mgt 1` Human Resource Management 3

Acctg 1 Financial Accounting & Reporting 3

OA Thesis 1 Thesis Writing 1 3

OA Thesis 2 Thesis Writing 2 3

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1. **PROFESSIONAL ELECTIVE COURSES 18**

PROF ELECT 311 International Studies 3

PROF ELECT 312 Accounting 2 – Managerial Accounting 3

PROF ELECT 401 Legal Office Procedures 3

PROF ELECT 402 Introduction to Project Management 3

PROF ELECT 411 Web Design 3

PROF ELECT 412 Legal Office Internship 300 hrs 3

1. **INTERNSHIP (3 units included in Core Courses and 3 units included in Elective Courses)**

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**PROGRAM STRUCTURE**

**FIRST-YEAR**

**First Semester**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **COURSE CODE** | **COURSE TITLE** | **LEC UNIT(S)** | | **LAB**  **UNIT(S)** | | **UNIT(S)** | | **PRE-**  **REQUISITES** | |
| OA GE 101 | Understanding the Self | 3 | | 0 | | 3 | | None | |
| OA GE 102 | Mathematics in the Modern World | 3 | | 0 | | 3 | | None | |
| OA GE 103 | The Contemporary World | 3 | | 0 | | 3 | | None | |
| OA CORE 101 | Foundation of Shorthand | 3 | | 0 | | 3 | | None | |
| OA CORE 102 | Keyboarding and Documents Processing | 1 | | 2 | | 3 | | None | |
| PE 1  (PATHFIT 1) | Movement Competency Training (MCT) | (2) | | 0 | | (2) | | None | |
| NSTP 1 | National Service Training Program | (3) | | 0 | | (3) | | None | |
|  |  | | 18 | | 2 | | 20 | |  | |

**Second Semester**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **COURSE CODE** | **COURSE TITLE** | **LEC UNIT(S)** | **LAB UNIT(S)** | **UNIT(S)** | **PRE-**  **REQUISITES** |
| OA GE 104 | Purposive Communication | 3 | 0 | 3 | None |
| OA GE 105 | Science, Technology & Society | 3 | 0 | 3 | None |
| OA GE 106 | Readings in the Philippine History | 3 | 0 | 3 | OA GE 104 |
| Mgt 1 | Human Resource Management | 3 | 0 | 3 | None |
| OA CORE 103 | Personal and Professional Development | 3 | 0 | 3 | None |
| PE 2 (PATHFIT 2) | Exercise-based Fitness Activities | (2) | 0 | (2) | PE 1  (PATHFIT 1) |
| NSTP 2 | National Service Training Program | (3) | 0 | (3) | NSTP 1 |
|  |  | 20 | 0 | 20 |  |

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Academic Year 2025-2026

**SECOND YEAR**

**First Semester**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **COURSE CODE** | **COURSE TITLE** | **LEC UNIT(S)** | **LAB**  **UNIT(S)** | **UNIT(S)** | **PRE-**  **REQUISITES** |
| OA GE 201 | Rizal’s Life and Works | 3 | 0 | 3 | None |
| OA GE 202 | Art Appreciation | 3 | 0 | 3 | None |
| GE ELEC. 101 | Mathematics, Science & Technology (Living in IT Era) | 3 | 0 | 3 | None |
| GE-Elec. 102 | Social Science and Philosophy (Phil. Indigenous Communities) | 3 | 0 | 3 | None |
| Acctg. 1 | Financial Accounting & Reporting | 3 | 0 | 3 | none |
| OA CORE 201 | Administrative Office Procedures and Management | 3 | 0 | 3 | Mgt 1 |
| PE 3  (PATHFIT 3) | Dance (Folk Dance) | (2) | 0 | (2) | PE 2 (PATHFIT 2) |
|  |  | 20 | 0 | 20 |  |

**Second Semester**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **COURSE CODE** | | **COURSE TITLE** | **LEC UNIT(S)** | **LAB**  **UNIT(S)** | **UNIT(S)** | **PRE-**  **REQUISITES** |
| OA GE 203 | | Ethics | 3 | 0 | 3 | None |
| OA CORE 202 | | Taxation (Income Taxation) | 3 | 0 | 3 | None |
| OA CORE 203 | | Business Law | 3 | 0 | 3 | None |
| OA CORE 204 | | Advanced Shorthand | 3 | 0 | 3 | OA CORE 101, Steno 1 & 2 |
| GE Elec. 201 | | Arts & Humanities (Peace Studies/Education) | 3 | 0 | 3 | None |
| PE 4 (PATHFIT 4) | | Sports (Volleyball/Basketball) | (2) | 0 | (2) | PE 3  (PATHFIT 3) |
|  |  | | 17 |  | 17 |  |

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Academic Year 2025-2026

**THIRD YEAR**

**First Semester**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **COURSE CODE** | | **COURSE TITLE** | **LEC UNIT(S)** | **LAB UNIT(S)** | **UNIT(S)** | **PRE-**  **REQUISITES** |
| CBMEC 301 | | Strategic Management | 3 | 0 | 3 | Mgt 1 |
| OA CORE 301 | | Internet Research for Business | 1 | 2 | 3 | None |
| OA CORE 302 | | Machine Shorthand 1 | 1 | 2 | 3 | OA CORE 101, Steno 1 & 2 |
| OA CORE 303 | | Integrated Software Application (MIS Concept, Desktop Publishing, Word Processing, Spreadsheets & Presentation) | 1 | 2 | 3 | OA Core 102 |
| OA CORE 304 | | Entrepreneurial Behavior and Competencies | 3 | 0 | 3 | None |
| OA CORE 305 | | Business Report Writing | 3 | 0 | 3 | None |
|  |  | | 12 | 6 | 18 |  |

**Second Semester**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **COURSE CODE** | | **COURSE TITLE** | **LEC UNIT(S)** | **LAB UNIT(S)** | **UNIT(S)** | **PRE-**  **REQUISITES** |
| OA CORE 306 | | Events Management | 3 | 0 | 3 | None |
| CBMEC 302 | | Operations Management (TQM) | 3 | 0 | 3 | Mgt 1 |
| PROF ELECT 311 | | International Studies | 1 | 2 | 3 | None |
| OA CORE 307 | | Customer Relations | 3 | 0 | 3 | OA CORE 103 |
| PROF ELECT 312 | | Accounting 2 (Managerial Accounting) | 3 | 0 | 3 | Acctg 1 |
| OA Thesis 1 | | Thesis Writing 1 | 3 | 0 | 3 | OA CORE 301 |
|  |  | | 16 | 2 | 18 |  |

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**Revised Curriculum**

Academic Year 2025-2026

**FOURTH YEAR**

**First Semester**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **COURSE CODE** | | **COURSE TITLE** | **LEC UNIT(S)** | **LAB**  **UNIT(S)** | **UNIT(S)** | **PRE-**  **REQUISITES** |
| PROFE ELECT 401 | Legal Office Procedures | | 3 | 0 | 3 | OA CORE 103 & OA CORE 304 |
| PROF ELECT 402 | Introduction to Project Management | | 1 | 2 | 3 | None |
| PROF ELECT 411 | Web Design | | 1 | 2 | 3 | OA CORE 303 |
| OA Thesis 2 | Thesis Writing 2 | | 3 | 0 | 3 | OA Thesis 1 |
|  |  | | 8 | 4 | 12 |  |

**Second Semester**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **COURSE CODE** | **COURSE TITLE** | **LEC UNIT(S)** | **LAB UNIT(S)** | **UNIT(S)** | **PRE-**  **REQUISITES** |
| OA CORE 304 | Office Administration Internship 300 hrs. | 1 | 2 | 3 | OA CORE 103 |
| PROF ELECT 413 | Legal Office Internship 300 hrs | 3 | 0 | 3 | PROF ELECT 402 |
|  |  | 4 | 2 | 6 |  |

*PREPARED BY: NOTED BY: REVIEWED BY: APPROVED BY:*

Maria Gina A. Jacob, MBA Ramon S.L. Moraleda, LLB Dr. Karen I. Iniego, Ed.D Atty. Septon A. De La Cruz

Program Head Administrator Education Supervisor II Director IV, CHED, Region V

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**Curriculum Map for the Bachelor of Science in Office Administration**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Program Outcomes Specific to Bachelor of Science in Office Administration | | | | | |
| Office Administration Core Courses | 6.3.1 | 6.3.2 | 6.3.3 | 6.3.4 | 6.3.5 | 6.3.6 |
| Foundation of Shorthand | L | P | L | O | P | O |
| Keyboarding and Documents Processing | L | L | P | P | O | O |
| Human Resource Management | L | L | L | O | L | O |
| Financial Accounting & Reporting | L | P | P | L | P | O |
| Personal and Professional Development | L | L | P | L | O | O |
| Taxation | L | L | P | P | P | P |
| Events Management | L | L | L | L | L | P |
| Business Report Writing | L | L | L | P | P | P |
| Administrative Office Procedures and Management | L | L | L | L | L | O |
| Advanced Shorthand | L | P | L | O | O | O |
| Internet Research for Business | L | L | P | O | O | P |
| Machine Shorthand | L | L | L | L | P | O |
| Business Law | L | P | L | L | P | P |
| Customer Relations | P | P | P | P | L | O |
| Office Administration Internship | P | P | P | P | L | O |
| Integrated Software Application | P | L | L | O | O | O |
| Entrepreneurial Behavior and Competencies | L | L | P | P | L | O |
| Thesis Writing | P | P | P | L | P | O |
| Managerial Accounting | P | L | L | O | O | L |
| Legal Office Procedures | L | L | L | L | L | P |
| Project Management | P | L | P | O | L | O |
| Web Design | P | P | P | L | P | O |
| Legal Office Internship | P | P | P | P | L | O |

*Prepared by: Noted by:*

Maria Gina A. Jacob, MBA Ramon S.L. Moraleda, LLB Program Head School Administrator

CURRICULUM DELIVERY FOR BACHELOR OF SCIENCE IN OFFICE ADMINISTRATION

To ensure teaching effectiveness and attainment of the goals and objectives of BSOA, outcome-based teaching and learning, and modern means of curriculum delivery that will expose the students to the real world of administrative professionals’ tasks the following are implemented:

1. Role Playing: Topics Covered – office workers’ personality, receiving office visitors, handling incoming and outgoing telephone calls, and managing appointments. Procedures: Teachers explain the purposes and procedures of the activity. Three to five students will participate in the 10-minute presentation. Situations for role-playing are encoded, and folded, and students draw slots. The teacher gives her expectations on the results of the role-playing. All students report to the simulation room, properly dressed for an interview. Role-playing situations: answering the phone, handling irate callers, wife checking the whereabouts of the boss, receiving visitors without appointment, handling sales representatives on a busy day, and rescheduling appointments. The teacher and students evaluate the presentation.
2. Mastery Learning in Office Automation and Layout: Topics Covered – work ergonomics, office layout, office system and automation, and office furniture and fixtures. The teacher discusses the ergonomically organized office concept through a video showcasing various office layouts. Students are required to analyze the effectiveness of office layout based on general system workflow.
3. Jigsaw Cooperative Learning Strategy: Jigsaw is a cooperative learning strategy that enables each student of a “cooperative learning” group to specialize in one aspect of a learning unit. Objectives: Jigsaw learning allows students to be introduced to material and yet maintains a high level of personal responsibility. Jigsaw develops teamwork and cooperative learning skills within all students. This frees the teacher from having to arrange materials in advance. Mock seminar for practicum class: On-the-Job training requirements – assign students “cooperative learning: teams composed of 4 to five members, each team research on the different office executives’ duties and responsibilities, each group will present the office executives’ duties and responsibilities and just like a puzzle; match them with the on-the-job training requirements, to wit: keyboarding and computer skills, personality and office management skills, communication skills, human relation skills, meeting and events management. The teacher checks the appropriateness of the matching of the duties and responsibilities with the on-the-job training requirements. Approve and prepare the module of topics for their mock seminar. Finalizes the theme and topics for presentation in the mock seminar.
4. Buzz groups: Large or small classes are broken into small groups of students to discuss a particular issue/problem/topic for 5 to 10 minutes. One student act as a reporter and scribe. Depending on the size of the group, all or some groups are called upon to report on their discussion. Group-generated points can be summarized by students or teachers on a whiteboard or the teacher can provide his or her solution or summary of important points. Buzz groups can assist in engaging students in more active learning and can give them opportunities for practice in problem-solving and critical thinking.
5. Case studies/case method: The presentation of ‘cases’ or scenarios based on actual practice which students can discuss to explore possibilities, probabilities, and/or solutions. Case studies are used to develop student’s ability to solve problems using new and existing knowledge, skills, and concepts.
6. Seminar: A small group approach in which one student presents a paper on a topic or presents an interpretation or reading of a journal article or text. A discussion of the interpretation and the underlying assumptions and values of the student’s presentation then takes place. The seminar works best when all students have some background knowledge of the topic and are willing to participate in the discussion,