

University of Cebu – Main Campus HERDRO VII, CEBU CITY
College of Business Accountancy

RECEIVED

Bachelor of Science in Office Administration (BSOA)
Per CMO No. 19 Series of 2017
Effective School Year 2019-2020

By _____
Date: 7 Jul 2019
Doc No: _____

Name : _____ Date Started / First Enrolled: _____
ID Number : _____ Expected Date of Graduation: _____

FIRST YEAR

	Course Code	Descriptive Title	Lec		Lab		Total Units	Pre / Co requisite
			Units	Hrs	Units	Hrs		
1 st semester	ENGL 100	Communication Arts	3				3	
	SOCIO 102	Gender and Society	3				3	
	MATH 100	College Math	3				3	
	OAD 111	Foundation of Shorthand	6				6	
	HIST 101	Readings in the Philippine History	3				3	
	OAD 112	Key Boarding and Document Processing	2		1		3	
	NSTP 101	National Service Training Program 1	3				3	
	PE 101	Movement Enhancement	2				2	
Total							26	

	Course Code	Descriptive Title	Lec		Lab		Total Units	Pre / Co requisite
			Units	Hrs	Units	Hrs		
2 nd semester	STS 101	Science, Technology, and Society	3				3	
	RIZAL 101	Life and Works of Dr. Jose Rizal	3				3	
	SOCIO 101	The Contemporary World	3				3	
	HUM 101	Art Appreciation	3				3	
	OAD 121	Administrative Office Procedures & Management 1	3				3	OAD 111
	OAD 122	Advanced Shorthand	6				6	OAD 111
	NSTP 102	National Service Training Program 2	3				3	NSTP 101
	PE 102	Fitness Exercises	2				2	PE 101
Total							26	

SECOND YEAR

	Course Code	Descriptive Title	Lec		Lab		Total Units	Pre / Co requisite
			Units	Hrs	Units	Hrs		
1 st semester	LIT 11	Literature of the World	3				3	
	HUM 103	Indigenous Creative Crafts	3				3	
	MATH 101	Mathematics in the Modern World	3				3	
	BA 211	Business Report Writing	3				3	ENGL 101
	PPD 211	Personal and Professional Development	3				3	
	ACCTG 111	Fundamentals of Accounting	3				3	MATH 101
	OAD 211	Documents Production	2		1		3	OAD 112
	PE 103	Physical Activity Towards Health and Fitness I	2				2	PE 102
Total							23	

	Course Code	Descriptive Title	Lec		Lab		Total Units	Pre / Co requisite
			Units	Hrs	Units	Hrs		
2 nd semester	ENGL 101	Purposive Communication	3				3	
	ENTREP 100	Entrepreneurship	3				3	MATH 101
	OAD 221	Administrative Office Procedures & Management 2	3				3	OAD 211
	OAD 222	Machine Shorthand	2		1		3	OAD 211
	OAD 223	Legal Office Procedures (Legal Stenography)	3				3	OAD 211
	OAD 224	Integrated Software Applications	2		1		3	ACCTG 111
	ACCTG 111B	Fundamentals of Accounting 2	3				3	ACCTG 111
	PE 104	Physical Activity Towards Health and Fitness II	2				2	PE 102
Total							23	

THIRD YEAR

	Course Code	Descriptive Title	Lec		Lab		Total Units	Pre / Co requisite
			Units	Hrs	Units	Hrs		
1 st semester	PSYCH 101	Understanding the Self	3				3	
	BA 311	Taxation	3				3	ACCTG 122
	PHILO 101	Ethics	3				3	
	OAD 311	Events Management	3				3	OAD 221
	OAD 312	Legal Office Internship (300 hours)	3				3	OAD 223
	OAD 313	Medical Office Procedures (Medical Stenography)	3				3	OAD 211
	ACCTG 122	Corporation Accounting	3				3	ACCTG 111B
	Total						21	

	Course Code	Descriptive Title	Lec		Lab		Total Units	Pre / Co requisite
			Units	Hrs	Units	Hrs		
2 nd semester	OM 411	Project Management	3				3	OAD 311
	BA 328	Operations Management and TQM	3				3	ACCTG 211
	BA 324	Entrepreneurial Behavior and Competencies	3				3	BA 211
	BA 221	Business Law	3				3	ACCTG 211
	OAD321	Medical Office Internship (300 hours)	3				3	OAD 313
	Total						15	

FOURTH YEAR

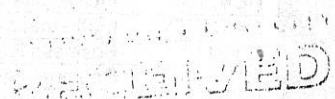
	Course Code	Descriptive Title	Lec		Lab		Total Units	Pre / Co requisite
			Units	Hrs	Units	Hrs		
1 st semester	BA 316	Strategic Management	3				3	BA 323
	BA 410	Customer Relations	3				3	BA 324
	RES 201	Internet Research for Business	2		1		3	OAD 224
	OAD 412	International Studies	3				3	**
	Total						12	

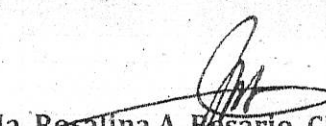
	Course Code	Descriptive Title	Lec		Lab		Total Units	Pre / Co requisite
			Units	Hrs	Units	Hrs		
2 nd semester	OAD 421	Research	3				3	***
	OAD 422	Practicum (300 hours)	6				6	***
	Total						9	

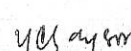
** Must have completed first year to third year subjects.
 *** Must have completed all 1st year to 4th year first semester subject

Summary of Courses:

• General Education Courses	:	39
• PE and NSTP	:	14
• Core/Common Courses	:	6
• Professional Courses	:	48
• Electives	:	18
• Practicum	:	12
• Other Business Courses	:	12
• Institutional Requirements	:	6
Total	:	155


 DATE: 7 JUN 2010
 DOC. NO.


Ma. Rosalina A. Besario, CPA, MBA
 Dean - Main Campus


Yolanda C. Sayson, Ed.D.
 Curriculum Director


Ulysses B. Aparece, Ph.D.
 VC for Academic Affairs - Gen Ed


Anna Liza B. Son, Ed.D.
 VC for Academic Affairs - Prof Ed