



FIRST YEAR

First Semester

Subject Code	Course Title	Units	PG	FG	Prerequisite
GE 1	Understanding the Self	3	1.0		
GE 2	Readings in Philippine History	3	1.0		
OA 11	Fundamentals in Shorthand	4	2.0		
OA 13	Document Processing and Production	4	2.0		
OA 15	Advance Keyboarding	4	2.0		
OA 17	Office Procedures w/ Work Ethics	3	2.0		
NSTP 1	NSTP	3	1.0		
PE 1	Physical Education 1	2	1.0		
PEP 1		0			
TOTAL		26			

Second Semester

Subject Code	Course Title	Units	PG	FG	Prerequisite
GE 3	The Contemporary World	3	1.0		
GE 4	Math in the Modern World	3	2.0		
OA 12	Advance Shorthand	4	2.0		OA 11
OA 14	Software and Hardware Troubleshooting	4	2.0		OA 13
OA 16	Business Report Writing	4	2.0		OA 15
OA 18	Administrative Office Management	3	2.0		ABM 2, OA 17
NSTP 2	NSTP 2	3	1.0		NSTP 1
PE 2	Physical Education 2	2	1.0		PE 1
PEP 2		0			PEP 1
TOTAL:		26			

The passing grade is 1.0. However, in order to progress to the next level, a cut-off grade of 2.0 is required for OA 11, OA 13, OA 15 and OA 17 (First Semester); GE 4, OA 12, OA 14, OA 16 and OA 18 (Second Semester).

SECOND YEAR

First Semester

Subject Code	Course Title	Units	PG	FG	Prerequisite
GE 5	Purposive Communication	3	2.0		
GE 6	Art Appreciation	3	1.0		
BA 2	Operation Management (TQM)	3	2.0		ABM 1, 4, 5, 6, OA 18
OA 21	Personal and Professional Development	3	2.0		OA 18
OA 23	Specialized Office Pro-Legal	3	2.0		OA 12, OA 18
OA 25	Accounting 2	3	2.0		ABM 6
CHS 1	Reading and Interpreting the Hebrew Scriptures	3	1.0		
PE 3	Physical Education 3	2	1.0		PE 2
CFMP	Certified Financial Markets Professional	3			
TOTAL:		26			

Second Semester

Subject Code	Course Title	Units	PG	FG	Prerequisite
GE 7	Science, Technology, & Society	3	1.0		
GE 8	Ethics	3	2.0		
OA 22	Office Administration Internship-300 hrs.	6	2.0		Sophomore standing*
CHS 2	Reading and Interpreting the Christian Scriptures	3	1.0		CHS 1
PE 4	Physical Education 4	2	1.0		PE 3
TOTAL:		17			

The passing grade is 1.0. However, in order to progress to the next level, a cut-off grade of 2.0 is required for GE 5, BA 2, OA 21, OA 23 and OA 25 (First Semester); GE 8 and OA 22 (Second Semester).

THIRD YEAR

First Semester

Subject Code	Course Title	Units	PG	FG	Prerequisite
GE 10	Retorika	3	1.0		
CHS 3/GE 12	Ethics of the Christian Faith	3	1.0		CHS 2
OA 31	Internet Research for Business	3	2.0		Junior Standing*
OA 33	Machine Shorthand I	3	2.0		OA 23
OA 35	Customer Relations	3	2.0		Junior Standing*
OA 37	Specialized Office Pro-Medical	3	2.0		OA 18
OA 39	Customer Analytics	3	2.0		Junior Standing*
CAEA	Certified Advance Equity Analysis	3			
TOTAL:		24			

Second Semester

Subject Code	Course Title	Units	PG	FG	Prerequisite
GE 9	Rizal's Life And Work	3	1.0		
GE 11	Panitikan	3	1.0		GE 10
OA 30	Intro to Project Management	3	2.0		Junior Standing*
OA 32	Integrated Software Applications	3	2.0		OA 14
OA 34	Machine Shorthand II	3	2.0		OA 33
OA 36	Events Management	3	2.0		Junior Standing*
OA 38	Entrep. Behavior and Competencies	3	2.0		ABM 2 & 3
CATA	Certified Advanced Technical Analysis	3			
TOTAL:		24			

The passing grade is 1.0. However, in order to progress to the next level, a cut-off grade of 2.0 is required for OA 31, OA 33, OA 35, OA 37 and OA 39 (First Semester); OA 30, OA 32, OA 34, OA 36 and OA 38 (Second Semester).

*Junior Standing = PASSED all 2nd year core and professional major subjects.

FOURTH YEAR

First Semester

Subject Code	Course Title	Units	PG	FG	Prerequisite
OA 41	Business Communication	3	2.0		Senior Standing*
OA 43	Filipino Stenography	3	2.0		OA 12
OA 45	Human Anatomy/Physiology	3	2.0		Senior Standing*
OA 47	Web Design	3	2.0		Senior Standing*
OA 49	International Studies	3	2.0		Senior Standing*
FL	Foreign Language	3	1.0		
RMA	Risk Management	3			
TOTAL:		21			

Second Semester

Subject Code	Course Title	Units	PG	FG	Prerequisite
BLT 1	Obligations & Contacts	3	1.0		Senior Standing*
BLT 2	Income & Business Taxation	3	1.0		Senior Standing*
BA 4	Strategic Management	3	2.0		Senior Standing*
OA 44	Legal/Med. Office Internship-300 hrs	6	2.0		Senior Standing*
	(Singapore Training (OJT) Program - optional)				
TOTAL:		15			

The passing grade is 1.0. However, in order to progress to the next level, a cut-off grade of 2.0 is required for OA 41, OA 43, OA 45, OA 47 and OA 49 (First Semester); BA 4, OA 44 (Second Semester).

*Senior Standing = PASSED all 3rd year core, professional and elective subjects.

Total Credits: 179

Note: Admission Requirements; All strands will be accepted/admitted

Augmentation Learning Activities

Subjects	Units	Schedule Offering
ABM 1 (Business Math)	3	
ABM 2 (Mgt. 11)	3	
ABM 3 (Mgt. 23)	3	
ABM 4 (Acctng 1)	3	
ABM 5 (Finance)	3	
ABM 6 (Acctng 2)	3	
ABM 7 (Business Ethics)	3	

Summary of Curriculum Components

	Units
General Education Subjects	36
Major Subjects (Office Administration Core Courses)	56
Major Electives (Professional Elective Courses)	33
Cognate Subjects (Core Business & Mgt. Education Courses)	6
Practicum/Thesis/OJT	12
NSTP	6
PE	8
Institutional Required Subjects	9
Total credit units	

Remarks:

Non-ABM graduate is required to take all the identified augmentation courses in the ABM track during the course of the BS OSA program as prerequisites to major subjects.

ADVISER'S NOTE:

Subjects with Related Learning Experience (RLE)		
Subjects	RLE unit/s	
OA 22	5 units	
OA 44	5 units	