



**SILLIMAN UNIVERSITY**  
**DUMAGUETE CITY**  
**School/College:**  
**Program Name:**  
**Curriculum Year:**

**COLLEGE OF BUSINESS ADMINISTRATION, SILLIMAN UNIVERSITY**  
**BACHELOR OF SCIENCE IN OFFICE SYSTEMS ADMINISTRATION (BS OSA) - *FOR ABM TRACK***  
**REVISED EFFECTIVE SY 2022-2023**

### 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		
GE 3	The Contemporary World	3	1.0		
GE 4	Mathematics in the Modern World	3	1.0		
CHS 1	Reading and Interpreting the Hebrew Scriptures	3	1.0		
NSTP 1	National Service Training Program	3	1.0		
PE 1	Physical Fitness & Swimming	2	1.0		
PEP 1	Personality Enhancement Program	0	S		
	<b>TOTAL</b>	<b>20</b>			

#### Second Semester

Subject Code	Course Title	Units	PG	FG	Prerequisite
GE 5	Purposive Communication	3	1.0		
GE 6	Art Appreciation	3	1.0		
GE 7	Science, Technology & Society	3	1.0		
GE 8	Ethics	3	1.0		
CHS 2	Reading and Interpreting the Christian Scriptures	3	1.0		CHS 1
NSTP 2	National Service Training Program	3	1.0		NSTP 1
PE 2	Physical Education	2	1.0		PE 1
PEP 2	Personality Enhancement Program	0	S		
	<b>TOTAL</b>	<b>20</b>			

### SECOND YEAR

#### First Semester

Subject Code	Course Title	Units	PG	FG	Prerequisite
CFMA	Course on Financial Markets Analysis	3	2.0		
ISB 11C	IT Application Tools for Business	3	2.0		
OA 21C	Fundamentals in Shorthand	4	2.0		
OA 23C	Keyboarding & Documents Processing	4	2.0		
OA 25C	Administrative Office Procedures & Management	3	2.0		
GE 9	The Life & Works of Jose Rizal	3	1.0		
GE 10A	Whole Person Education	3	1.0		
PE 3	Physical Education	2	1.0		PE 2
	<b>TOTAL</b>	<b>25</b>			

#### Second Semester

Subject Code	Course Title	Units	PG	FG	Prerequisite
ISB 21C	Database Management Systems	3	2.0		ISB 11C
OA 22C	Advance Shorthand	4	2.0		OA 21C
OA 24C	Business Report Writing	4	2.0		OA 23C
GE 11A	Free Elective (SINESOS/IT, Environmental Science, etc)	3	1.0		
CHS 3/GE 12	Ethics of Christian Faith	3	1.0		CHS 2
FL	Foreign Language	3	1.0		
PE 4	Physical Education	2	1.0		PE 3
	<b>TOTAL</b>	<b>22</b>			

*The passing grade is "1.0". However, in order to progress to the next level, a cut-off grade of "2.0" is required in CFMA, ISB 11C, OA 21C, OA 23C, OA 25C, ISB 21C, OA 22C and OA 24C.*

### THIRD YEAR

#### First Semester

Subject Code	Course Title	Units	PG	FG	Prerequisite
BA 2	Operations Management (T.Q.M.)	3	2.0		Junior Standing
OA 31C	Internet Research for Business	3	2.0		ISB 21C
OA 33C	Machine Shorthand I	3	2.0		OA 22C
OA 35C	Personal and Professional Development	3	2.0		OA 25C
OA-EL 1	Professional Elective (Customer Analytics)	3	2.0		ISB 21C
OA-EL 2	Professional Elective (Specialized Office Pro-Legal)	3	2.0		OA 22C, OA 25C
OA-EL 3	Professional Elective (Accounting 2)	3	2.0		Junior Standing
OA-EL 4	Professional Elective (Specialized Office Pro-Medical)	3	2.0		OA 22C, OA 25C
	<b>TOTAL</b>	<b>24</b>			

#### Second Semester

Subject Code	Course Title	Units	PG	FG	Prerequisite
OA 32C	Integrated Software Applications	3	2.0		ISB 21C
OA 34C	Entrepreneurial Behavior and Competencies	3	2.0		Junior Standing
OA 36C	Office Administration Internship - 300 hours	3	2.0		Junior Standing
OA-EL 5	Professional Elective (Machine Shorthand II)	3	2.0		OA 33C
	<b>TOTAL</b>	<b>12</b>			

*The passing grade is "1.0". However, in order to progress to the next level, a cut-off grade of "2.0" is required in BA 2, OA 31C, OA 33C, OA 35C, OA-EL 1, OA-EL 2, OA-EL 3, OA-EL 4, OA 32C, OA 34C, OA 36C, and OA-EL 5.*

*\*Junior Standing = PASSED in all BA Core, Professional, and BA Major Related subjects in their sophomore year.*

### FOURTH YEAR

#### First Semester

Subject Code	Course Title	Units	PG	FG	Prerequisite
OA 41C	Customer Relations	3	2.0		OA 35C
OA 43C	Events Management	3	2.0		OA 25C, OA 35C
OA-EL 6	Professional Elective (Human Anatomy and Physiology)	3	2.0		Senior Standing
OA-EL 7	Professional Elective (Web Design)	3	2.0		Senior Standing
OA-EL 8	Professional Elective (International Studies)	3	2.0		Senior Standing

#### Second Semester

Subject Code	Course Title	Units	PG	FG	Prerequisite
BA 4	Strategic Management	3	2.0		Senior Standing
BLT 1	Obligations & Contracts	3	2.0		
BLT 2	Income & Business Taxation	3	2.0		
OA-EL 10	Professional Elective (Legal/Med. Office Internship - 300 hours)	3	2.0		Senior Standing

OA-EL 9	Professional Elective (Intro to Project Management)	3	2.0		Senior Standing
RMA	Risk Management Analysis	3	2.0		Senior Standing
	<b>TOTAL</b>	<b>21</b>			

	<b>TOTAL</b>	<b>12</b>			

*The passing grade is "1.0". However, in order to graduate, a cut-off grade of "2.0" is required in OA 41C, OA 43C, OA-EL 6, OA-EL 7, OA-EL 8, OA-EL 9, RMA, BA 4, BLT 1, BLT 2, and OA-EL 10.*

*\*Senior Standing = PASSED in all BA Core, Professional, and BA Major Related subjects in their junior year.*

**TOTAL CREDITS: 156 Units**

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

Summary of Curriculum Components	Units
General Education Subjects	36
NSTP	6
PE	8
Cognate Subjects (Core Business & Mgt. Education Courses)	6
Major Subjects (Office Administration Core Courses)	49
Major Electives (Professional Elective Courses)	30
Cognate/Major/Professional Subjects	15
Course/Institutional Required Subjects	6
<b>Total credit units</b>	<b>156</b>

Subjects with Related Learning Experience (RLE)	
BA 4	1 unit (3 units)
OA 36C	1 unit (3 units)
OA-EL 10	1 unit (3 units)

Subjects with LAB		Units	LEC	LAB	TTL
ISB 11C	IT Applications for Business	3	3	3	6
OA 23C	Keyboarding & Documents Processing	4	2	2	4
ISB 21C	Database Management Systems	3	3	3	6
OA 24C	Business Report Writing	4	2	2	4
OA 31C	Internet Research for Business	3	1	2	3
OA 33C	Machine Shorthand I	3	2	2	4
OA 35C	Integrated Software Applications	3	2	2	4
OA-EL 1	Professional Elective (Customer Analytics)	3	2	2	4
OA-EL 5	Professional Elective (Machine Shorthand II)	3	2	2	4
OA-EL 7	Professional Elective (Web Design)	3	3	3	6

**REVISED (Effective I 2020-2021): 05.04.20**

\* Change in descriptive title of GE 10(A) from Retorika to WPE

\* Change in descriptive title of GE 11(A) from Panitikan to Free Elective

\* Change in descriptive title of GE 12/CHS3 from Christianity & Peace-Building to Ethics of Christian Faith

\* Change in placement of subjects: Events Management and Specialized Office Pro-Medical

\* Change in PG of BLT 1 and BLT 2 from 1.0 to 2.0

\* Changes in Subject Code of:

OA 39 to OA-EL 1

OA 45 to OA-EL 6

OA 30 to OA-EL 2

OA 47 to OA-EL 7

OA 34 to OA-EL 3

OA 49 to OA-EL 8

OA 36 to OA-EL 4

OA 44 to OA-EL 9

OA 43 to OA-EL 5

OA 38 to OA 34

\* Defined Sophomore/Junior/Senior Standing

\* Change in Pre-requisite(s) of Subjects:

OA 31 - changed "Junior Standing" to OA 16

OA 33 - dropped "Junior Standing"

OA 35 - changed "Junior Standing" to OA 21

OA 37 - changed "Junior Standing" to OA 18 & OA 21

OA EL-1 - changed "Junior Standing" to BA 2

OA EL-2 - changed "Junior Standing" to BA 2

OA EL-4 - changed "Junior Standing" to OA 12 & OA 18

OA 34 - dropped ABM 2 & 3

OA 41 - changed "Senior Standing" to OA 16 & OA 35

OA EL-6 - dropped "Senior Standing"

OA EL-7 - dropped "Senior Standing"

OA EL-8 - dropped "Senior Standing"

BLT 1 - dropped "Senior Standing"

BLT 2 - dropped "Senior Standing"

\* Provided CMO list of Elective Subjects

\* Change in details of "Summary of Curriculum Components"

**REVISED (Effective I 2022-2023): 02.22.22**

**\*Subjects Recoded:**

OA 11 to OA 21C

OA 12 to OA 22C

OA 16 to OA 24C

OA 21 to OA 35C

OA 23 to OA-EL 2

OA 25 to OA-EL 3

OA 22 to OA 36C

OA 31 to OA 31C

OA 33 to OA 33C

OA 35 to OA 41C

OA 37 to OA 43C

OA-EL 2 to OA-EL 9

OA-EL 3 to OA-EL 5

OA-EL 9 to OA-EL 10

**\*Subjects Joined (to be consistent w/ CMO), Recoded & Renamed:**

OA 13 and OA 15 to OA 23C Keyboarding & Documents Processing

OA 17 and OA 18 to OA 25C Administrative Office Procedures & Management

**\*Subjects Added:**

ISB 11C IT Application Tools for Business

ISB 21C Database Management Systems

**\*Subjects with new semestral/year level placement:**

GE 3 from 1st year 2nd sem to 1st year 1st sem

GE 4 from 1st year 2nd sem to 1st year 1st sem

GE 5 from 2nd year 1st sem to 1st year 2nd sem

GE 6 from 2nd year 1st sem to 1st year 2nd sem

GE 7 from 2nd year 2nd sem to 1st year 2nd sem

GE 8 from 2nd year 2nd sem to 1st year 2nd sem

GE 9 from 3rd year 1st sem to 2nd year 1st sem

GE 10 from 3rd year 1st sem to 2nd year 1st sem

GE 11 from 3rd year 2nd sem to 2nd year 2nd sem

CHS3/GE 12 from 3rd year 2nd sem to 2nd year 2nd sem

CHS 1 from 2nd year 1st sem to 1st year 1st sem

CHS 2 from 2nd year 2nd sem to 1st year 2nd sem

OA 11 (now OA 21C) from 1st year 1st sem to 2nd year 1st sem

OA 13 & OA 15 (now OA 23C) from 1st year 1st sem to 2nd year 1st sem

OA 17 & OA 18 (now OA 25C) from 1st/2nd year 1st sem to 2nd year 1st sem

OA 12 (now OA 22C) from 1st year 2nd sem to 2nd year 2nd sem

OA 16 (now OA 24C) from 1st year 2nd sem to 2nd year 2nd sem

BA 2 from 2nd year 1st sem to 3rd year 1st sem

OA 21 (now OA 35C) from 2nd year 1st sem to 3rd year 1st sem

OA 23 (now OA-EL 2) from 2nd year 1st sem to 3rd year 1st sem

OA 25 (now OA-EL 3) from 2nd year 1st sem to 3rd year 1st sem

OA 22 (now OA 36C) from 2nd year 2nd sem to 3rd year 2nd sem

**\*Subjects Dropped:**

OA 14 Software & Hardware Troubleshooting  
CAEA Certified Advanced Equity Analysis  
CATA Certified Advanced Technical Analysis  
OA 41 Business Communication  
OA-EL 5 Filipino Stenography

**\*Subject Renamed:**

CFMP to CFMA Course on Financial Markets Analysis

**\*Subjects w/ changes in the number of units *from 6 to 3* :**

OA 22 (now OA 36C) Office Administration Internship-300 hrs.  
OA-EL 9 (now OA-EL 10) Legal/Med. Office Internship-300 hrs

**\* Provided Summary of Subjects with LAB**

**\* Changed details of "Summary of Curriculum Components"**

OA 35 (now OA 41C) from 3rd year 1st sem to 4th year 1st sem  
OA 37 (now OA 43C) from 3rd year 1st sem to 4th year 1st sem  
OA-EL 2 (now OA-EL 9) from 3rd year 2nd sem to 4th year 1st sem  
OA-EL 4 from 3rd year 2nd sem to 3rd year 1st sem  
FL from 4th year 1st sem to 2nd year 2nd sem

**\* Subject Pre-requisite(s) Changes:**

BA 2 from OA 18 to "Junior Standing"  
OA 25 (now OA-EL2) from none to "Junior Standing"  
OA 22 (now OA 36C) from Sophomore Standing to "Junior Standing"  
OA 31 (now OA 31C) from OA 16 to ISB 21C  
OA-EL 1 from BA 2 to ISB 21C  
OA 32 (now OA 32C) from OA 14 to ISB 21C  
OA-EL 2 (now OA-EL 9) from BA 2 to "Senior Standing"  
OA-EL 6 from none to "Senior Standing"  
OA-EL 7 from none to "Senior Standing"  
OA-EL 8 from none to "Senior Standing"