



Adventist University of the Philippines

ASSOCIATE IN OFFICE ADMINISTRATION Major in Computer-Office Management (Enhanced Curriculum 2014)

FIRST YEAR

<u>First Semester</u>			Units
RELB	111	The Gospels	3
ENCA	111	Communication Arts 1	3
BSEC	111	Word Processing – Keyboarding 1	3
FILI	111	Komunikasyon sa Akademikong Filipino	3
BSEC	112	Personality Development	3
BSIT	111	Computer I - Intro. to Tech. Fund./Intro. to Internet (FMA)	3
BSEC	113	Principles of Public and Customer Relations	3
PHED	111	Physical Education 1	2
VOED	111	Home Skills	2
CWTS	111	CWTS 1	3
MFOA	111	Majors' Forum	1
SCSS	111	Students' Convocation	1

Total Units **30**

<u>Second Semester</u>			Units
RELB	122	The Destiny of Man	3
ENCA	122	Communication Arts 2	3
MATH	111	College Algebra	3
FILI	122	Pagbasa at Pagsulat Tungo sa Pananaliksik	3
BSEC	121	Advanced Word Processing – Keyboarding II	3
BSEC	122	Foundations of Shorthand	3
BSEC	123	Fund of Office Proc. - Basic Office Administration	3
PHED	121	Physical Education 2	2
VOED	118	Driving	2
CWTS	122	CWTS 2	3
MFOA	112	Majors' Forum	1
SCSS	112	Students' Convocation	1

Total Units **30**

SECOND YEAR

<u>First Semester</u>			Units
RELB	213	Daniel and Revelation	3
BSEC	211	Advanced Shorthand	3
BSEC	212	Advanced Office Procedures	3
FILI	213	Masining na Pagpapahayag	3
BIOL	105	Anatomy & Physiology w/ FP	3
BSIT	213	Electronic Spreadsheet	3
ENAG	311	Advanced English Grammar	3
PHED	215	Physical Education 3	2

WOED	211	Work Education 1	1
MFOA	211	Majors' Forum	1
SCSS	211	Students' Convocation	1
Total Units			28

Second Semester

			Units
RELB	224	Adventist Heritage	3
PSYC	111	General Psychology	3
BSEC	223	Business Administration Communication	3
BSEC	221	Office Management- Medical	3
BABM	111	Fund. of Business Org. & Management	3
BSEC	222	Shorthand Elective	3
BSIT	224	Desktop Publishing	3
PHED	224	Physical Education 4	2
WOED	222	Work Education 2	1
MFOA	212	Majors' Forum	1
SCSS	212	Students' Convocation	1
<i>3 days comprehensive exam</i>			
Total Units			26

Other requirement: Off campus general practicum during summer