



Adventist University of the Philippines

BACHELOR OF SCIENCE 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 I	3
FILI	111	Komunikasyon sa Akademikong Filipino	3
BSEC	111	Word Processing – Keyboarding 1	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 I	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 II	3
FILI	122	Pagbasa at Pagsulat Tungo sa Pananaliksik	3
MATH	111	College Algebra	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	122	Physical Education 2	22
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	203	Masining na Pagpapahayag	3
BIOL	105	Anatomy & Physiology w/ FP	3
BSIT	213	Electronic Spreadsheet	3
ENAG	311	Advanced English Grammar	3
PHED	213	Physical Education 3	2

WOED	211	Work Education 1	(1)
MFOA	211	Majors' Forum	(1)
SCSS	211	Students' Convocation	(1)
Total Units			25

Second Semester

			Units
RELB	224	Adventist Heritage	3
PSYC	111	General Psychology	3
BSEC	223	Business 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)
Total Units			25

THIRD YEAR

First Semester

			Units
HIST	111	Philippine History	3
BSEC	311	Office Management – Legal	3
BSEC	312	Business Report Writing	3
BSIT	212	Database Management System	3
BABM	223	Management of Human Behavior in Business Org.	3
SOSC	124	Basic Economics w/ Taxation & Agr. Reform	3
MFOA	311	Majors' Forum	(1)
SCSS	311	Students' Convocation	(1)
Total Units			20

Second Semester

			Units
BSEC	321	Events and Tourism Management	3
BSEC	322	Basic Research	3
BSIT	324	MIS Concept	3
FAHU	221	Introduction to Humanities	3
PHYS	111	Earth Science	3
MATH	225	Math of Investment	3
SOSC	212	Life and Works of Rizal	3
MFOA	312	Majors' Forum	(1)
SCSS	312	Students' Convocation	(1)
Total Units			23

FOURTH YEAR

<u>First Semester</u>			Units
ENPL	211	Philippine Literature	3
BACT	112	Principles of Accounting	3
MKTG	221	Principles of Marketing	3
SOSC	215	Society and Culture	3
PHIL	121	General Philosophy	3
BABM	211	Finance (Money, Credit & Banking)	3
FORL	301	Foreign Language	3
MFOA	411	Majors' Forum	(1)
SCSS	411	Students' Convocation	(1)
Total Units			23

<u>Second Semester</u>			Units
BSEC	411	Office Management IV (Practicum-8 weeks Off campus) Practicum - Advanced Office Procedures - Medical -Legal -Events &Tourism 3 days comprehensive exam	6
Total Units			6

SUMMARY

GENERAL EDUCATION REQUIREMENTS	54 Units
English	6 Units
Filipino	9 Units
Humanities	9 Units
Introduction to Humanities	
Literature – Philippine Literature	
General Philosophy	
Mathematics, Science and Technology	15 Units
Mathematics	6
College Algebra	
Math of Investment	
Natural Sciences	6
Natural Science 1 – Anatomy and Physiology	
Natural Science 2 – Earth Science	
Computer 1	3
IT Fundamentals w/ Intro. to Internet	
Social Sciences	15 Units
Society and Culture	
General Psychology	
Basic Economics w/ Taxation & Agrarian Reform	
Life and Works of Rizal Reform	
Life and Works of Rizal	

Philippine History	3	
Physical Education		8 Units
PE I	2	
PE II	2	
PE III	2	
PE IV	2	
National Service Training Program		6 Units
NSTP I	3	
NSTP II	3	
INTERNAL REQUIREMENTS		16 Units
Bible Courses		12 Units
The Gospel	3	
The Destiny of Man	3	
Daniel and Revelation	3	
Adventist Heritage	3	
Vocational Education		4 Units
Home Skills	2	
Driving	2	
Work Education		(2) Units
Work Education I	(1)	
Work Education II	(1)	
Majors' Forum (every semester)		(8) Units
MFEN 111	(1)	
MFEN 112	(1)	
MFEN 211	(1)	
MFEN 212	(1)	
MFEN 311	(1)	
MFEN 312	(1)	
MFEN 411	(1)	
MFEN 412	(1)	
Students' Convocation		(8) Units
SCSS 111	(1)	
SCSS 112	(1)	
SCSS 211	(1)	
SCSS 212	(1)	
SCSS 311	(1)	
SCSS 312	(1)	
SCSS 411	(1)	
SCSS 412	(1)	
Other Requirements		
3 days Comprehensive Examination		
PROFESSIONAL CORE 51		51
Business Core Courses		21
Principles of Accounting	3	
Basic Finance - <i>Money Credit & Banking</i>	3	
Principles of Management – <i>Fundamentals of Business Organization & Management</i>	3	
Marketing	3	
Management Human Behavior in Organization	3	
Business Administration Communication	3	
Computer 2 - Electronic Spreadsheet	3	

Office Administration Core Courses		30
Foundations of Shorthand	3	
Personality Development	3	
Basic Office Administration – Fundamentals of Office Procedures	3	
Business Report Writing	3	
Database Management System	3	
Word Processing with Documents Production	3	
Advanced Keyboarding – Advanced Word Processing	3	
Events and Tourism Management	3	
Advanced Shorthand	3	
Principle of Public and Customer Relations	3	
ELECTIVE COURSES		27
Desktop Publishing	3	
Office System Administration – Advanced Office Procedures	3	
Shorthand Elective	3	
Specialized Office Procedures		
<i>Office Management Medical with OJT</i>	3	
<i>Office Management Legal</i>	3	
Basic Research	3	
MIS Concept	3	
Advanced English Grammar	3	
Foreign Language	3	
PRACTICUM - 400 HOURS		6
Practicum 1 (General) 200 hours	3	
Practicum 2 (Specialized) 200 hours	3	