



Bachelor of Science in Office Administration
Effective SY 2020 - 2021

FIRST YEAR - FIRST (1st) SEMESTER								
GRADES	COURSE	NO.	COURSE DESCRIPTION	HOURS		NO.OF UNITS	PRE-REQ	
				Lec	Lab			
	PE	1	PATH-FIT: Movement Competency Training	2	-	2		PE
	NSTP	1	CWTS/LTS/ROTC	3	-	3		NSTP
	GE	1	Understanding the Self	3	-	3		GEC
	OACC	1	Foundations of Shorthand	3	-	3		CORE
	OACC	2	Keyboarding and Documents Processing	1	2	3		CORE
	Mgt.	101	Human Behavior in Organization	3	-	3		Inst.
	Math	1	Math of Investment	3	-	3		Inst.
	IS Eng	100	Effective Speech and Communication	3	-	3		Inst.
	IS Eng	102	Advanced Grammar	3	-	3		Inst.
Total				24	2	26		

FIRST YEAR - SECOND (2nd) SEMESTER								
GRADES	COURSE	NO.	COURSE DESCRIPTION	HOURS		NO.OF UNITS	PRE-REQ	
				Lec	Lab			
	PE	2	PATH-FIT: Fitness Training	2	-	2	PE 1	PE
	NSTP	2	CWTS/LTS/ROTC	3	-	3	NSTP 1	NSTP
	GE	2	Readings in Philippine History	3	-	3		GEC
	OACC	3	Advanced Shorthand	3	-	3	OACC 1	CORE
	CBMEC	1	Operations Management (TQM)	3	-	3		CBMEC
	IS	101	SAVIOR Doctrine and Values Formation	3	-	3		Inst.
	OACC	5	Business Report Writing	3	-	3		CORE
	Mgt.	103	Business Ethics	3	-	3		Inst.
	Mgt.	102	Human Resource Management	3	-	3		Inst.
Total				26	-	26		

SECOND YEAR - FIRST (1st) SEMESTER								
GRADES	COURSE	NO.	COURSE DESCRIPTION	HOURS		NO.OF UNITS	PRE-REQ	
				Lec	Lab			
	PE	3	PATH-FIT: Dance, Sports (Individual/Dual) & Martial Arts (Arnis)	2	-	2	PE 2	PE
	GE	3	The Contemporary World	3	-	3		GEC
	Stat		Statistical Analysis with Software Application	3	-	3		Inst.
	CBMEC	2	Strategic Management	3	-	3	CBMEC 1	CBMEC
	Mgt.	104	Basic Business and Office Administration	3	-	3		Inst.
	PEC	1	Accounting 2	3	-	3		ELEC
	PEC	2	Introduction to Project Management	1	2	3		ELEC
	OACC	6	Integrated Software Applications (MIS Concept, Desktop Publishing, Word Processing, Spreadsheet, and Presentation)	1	2	3	OACC 2	CORE
Total				19	4	23		

SECOND YEAR - SECOND (2nd) SEMESTER								
GRADES	COURSE	NO.	COURSE DESCRIPTION	HOURS		NO.OF UNITS	PRE-REQ	
				Lec	Lab			
	PE	4	PATH-FIT: Team Sports	2	-	2	PE 3	PE
	GE	6	Art Appreciation	3	-	3		GEC
	GE	4	Mathematics in the Modern World	3	-	3		GEC
	GE	8	Ethics	3	-	3		GEC
	Mgt.	105	Clerical Skills with Office Ethics	3	-	3		Inst.
	Law	1	Law on Obligation and Contratscs	3	-	3		Inst.
	OACC	8	Business Law	3	-	3		CORE
	OACC	11	Entrepreneurial Behavior and Competencies	3	-	3		CORE
Total				23	-	23		

City College of El Salvador

Bachelor of Science in Office Administration Curriculum, Effective SY 2020 - 2021

page 2.....

THIRD YEAR - FIRST (1st) SEMESTER								
GRADES	COURSE	NO.	COURSE DESCRIPTION	HOURS		NO.OF UNITS	PRE-REQ	
				Lec	Lab			
	GE	5	Purposive Communication	3	-	3		GEC
	GE	7	Science, Technology and Society	3	-	3		GEC
	GE	9	Rizal's Life and Works	3	-	3		GEC

	OACC	9	Events Management	3	-	3		CORE
	RM	1	Research Methodology 1	3	-	3	Stat	Inst.
	OACC	7	Personal and Professional Development	3	-	3		CORE
	OACC	13	Administrative Office Procedures & Management	3	-	3		CORE
			Total	21	-	21		

THIRD YEAR - SECOND (2nd) SEMESTER								
GRADES	COURSE	NO.	COURSE DESCRIPTION	HOURS		NO.OF UNITS	PRE-REQ	
				Lec	Lab			
	GE - ELEC	3	Philippine Indigenous Communities	3	-	3		GE - ELEC
	GE - ELEC	2	Gender and Society	3	-	3		GE - ELEC
	GE - ELEC	4	Philippine Popular Culture	3	-	3		GE - ELEC
	OACC	10	Internet Research for Business	1	2	3	Stat	CORE
	PEC	3	Customer Analytics	3		3		ELEC
	OACC	4	Machine Shorthand I	1	2	3	OACC 3	CORE
	RM	2	Research Methodology 2	1	2	3	RM 1	Inst.
			Total	14	4	21		

same doma
same doma
arts and hu

SUMMER CLASS								
GRADES	COURSE	NO.	COURSE DESCRIPTION	HOURS		NO.OF UNITS	PRE-REQ	
				Lec	Lab			
	PROFDEV	103	Professional Development for Career Enhancement	6		6		Inst.
	OACC	14	Customer Relations	3	-	3	PEC 3	CORE
			Total	9	0	9		

FOURTH YEAR - FIRST (1st) SEMESTER								
GRADES	COURSE	NO.	COURSE DESCRIPTION	HOURS		NO.OF UNITS	PRE-REQ	
				Lec	Lab			
	PEC	7	Machine Shorthand 2	1	2	3	OACC 4	ELEC
	PEC	4	Legal Office Procedures	1	2	3		ELEC
	OACC	12	Taxation	3		3		CORE
	PEC	5	International Studies	3	-	3		ELEC
			Total	8	4	12		

FOURTH YEAR - SECOND (2nd) SEMESTER								
GRADES	COURSE	NO.	COURSE DESCRIPTION	HOURS		NO.OF UNITS	PRE-REQ	
				Lec	Lab			
	PEC	6	Legal Office Internship 2 (300 hrs)	1	2	3		ELEC
	OACC	15	Office Administration Internship (300 hrs.)	1	2	3		CORE
			Total	2	4	6		

Note:

1. Enrollment should follow strictly the course prospectus notwithstanding the absence of pre-requisite subjects.
2. PE and NSTP should be enrolled in the first two years.
3. Course Content

		CMO	CCE
CCE Supplemental Subjects	CCE Supp	-	42
GEC and GEC Elective	GEC & GEC-E	36	36
PE/NSTP	PE/NSTP	14	14
Common Business and Management Education	CBMEC	6	6
Office Administration Core Courses	OACC	45	45
Professional Elective Courses	Prof Elec	18	18
Internship (600 hours)	Intern.	6	6
		125	167

Prepared by:

Mary Grace G. Payla, MBM
Program Coordinator

Noted:

Dr. Lyllan Gay D. Magdale, LPT
OIC - College President