

SAINT BERNADETTE COLLEGE OF ALABANG

Alabang, Muntinlupa City

BACHELOR OF SCIENCE IN OFFICE ADMINISTRATION

As per CMO No. 22, s. 2006

FIRST YEAR

FIRST SEMESTER					SECOND SEMESTER				
CODE	DESCRIPTION	UNITS	PRE-REQ		CODE	DESCRIPTION	UNITS	PRE-REQ	
English+	Basic English	3			English1	Communication Arts1	3	English+	
Filipino 1	Sining ng Pakikipagtalastasan	3			Filipino2	Panitikang Filipino	3	Filipino 1	
Major 1	Foundations of Shorthand	3			Major 2	Basic Office Admin.	3	Major 1	
Nat. Sci.1	Biology	3			Soc. Sci.1	Philippine History	3		
Math 1	Bussiness Math	3			Type 2	Advanced Typewriting	3	Type 1	
Type 1	Funds. of Typewriting	3			BCC 1	Basic Accounting	3		
Compt.1	Intro. To Computer w/ Word Processing & Key Boarding	3			Hum. 1	Logic	3		
P.E. 1	Physical Fitness	2			P.E. 2	Rhythmic Activities	2	P.E. 1	
EdFCL 1	Salvation History	(3)			EdFCL 2	Church and Sacraments	(3)	EdFCL 1	
NSTP 1	CWTS	(3)			NSTP 2	CWTS	(3)	NSTP 1	
23(6)					23(6)				

SECOND YEAR

CODE	DESCRIPTION	UNITS	PRE-REQ	CODE	DESCRIPTION	UNITS	PRE-REQ
English2	Advanced Communication Arts	3	English1	English3	Speech & Oral Comm.	3	English2
Math 2	College Algebra	3	Math 1	Hum. 3	Philosophy of Man	3	Hum. 2
Soc.Sci.2	Sociology	3	Soc.Sci. 1	Soc. Sci.3	Economics w/ TAR	3	Soc. Sci.2
BCC 2	Principles of Management	3	BCC 1	Major 4	Buss. Report Writing	3	Major 3
Hum. 2	Phil. Literature	3	Hum. 1	Nat. Sci.2	Earth Science	3	Nat. Sci.1
Major 3	Personality Development	3	Major 2	BCC 4	Basic Finance	3	BCC 3
BCC 3	Principles of Marketing	3	BCC 2	BCC 5	Business Comm.	3	BCC 4
Values 1	Work Ethics	3		Prac. 1	Gen. Office (200 hrs.)	3	
P.E. 3	Individual Sports	2	P.E. 2	P.E. 4	Group Sports/Games	2	P.E. 3
26				26			

THIRD YEAR

CODE	DESCRIPTION	UNITS	PRE-REQ	CODE	DESCRIPTION	UNITS	PRE-REQ
Soc.Sci.4	General Psychology	3	Soc.Sci.3	Major 8	Events Management	3	Major 7
Major 5	Intro. to Internet	3	Major 4	Major 9	Advanced Shorthand	3	Major 8
BCC 6	Comp2 (Bus. Application Software)	3	BCC 5	BCC 7	Human Behavior in Org.	3	BCC 6
Major 6	Word Processing with Documents Production	3	Major 5	Elect. 3	Specialized Office Procedures (Legal)	(3)	
Major 7	Advanced Keyboarding	3	Major 6	Elect. 4	Entrepreneurship	(3)	
Elect. 1	Office System Admin.	(3)		Elect. 5	Buss. Law & Taxation	(3)	
Elect. 2	Specialized Office Procedures (Medical)	(3)		9(9)			
FL 1	Spanish / Nihongo	3	FL 1				
18(6)							

FOURTH YEAR

CODE	DESCRIPTION	UNITS	PRE-REQ	CODE	DESCRIPTION	UNITS	PRE-REQ
Elect. 6	Math of Investment	(3)		Practicum	Practicum /Specialized (200 hours)	3	
Major 10	Prin. of Public & Customers Relations	3	Major 9				
Elect. 7	Basic Research	(3)					
Elect. 8	Filipino Steno	(3)					
English 4	Business Eng. & Correspondence	3	English 3				
Rizal 1	Life and Works of Rizal	3					
6(9)							

SUMMARY:

General Education	63 units	NSTP -	National Service Training Prog.
Professional Courses	36 units	CWTS -	Civic Welfare Training Service

Basic Subjects	24 units
Elective Courses	24 units
Practicum	6 units
Others (P.E. & NSTP)	<u>8 (6) units</u>
TOTAL - - -	161(6) units