



ANCISCAN COLLEGE OF THE IMMACULATE CONCEPTION, BAYBAY, LEYTE, INCORPORATED
BAYBAY CITY, LEYTE, PHILIPPINES
BACHELOR OF SCIENCE IN OFFICE ADMINISTRATION (BSOA)
CMO NO. 19 s. 2017 and CMO No. 20 s. 2013 GE
Effective Academic Year 2022-2023

ERLETA B. PINERO
Education Supervisor II

NOTED
24. 24, 2422

JAMES B. ESCAMADA

FIRST YEAR

First Semester

Course Code			Lec	Lab	Units	Pre-requisites
GE	1	Understanding the Self	3		3	None
GE	2	Readings in Philippine History	3		3	None
GE	3	The Contemporary World	3		3	None
Eng	10A	Functional English	3		3	None
KB	11 L	Keyboarding and Documents Processing (lab)	1	2	3	None
SH	11	Foundations of Shorthand	3		3	None
NSTP	11	Nat. Service Training Program	3		(3)	None
PATHFit	1	Movement Competency Training	2		(2)	None
Theo	11	Fundamental of Faith I (CREED)	3		(3)	None
					<u>2 18/(26)</u>	24

Second Semester

Course Code			Lec	Lab	Units	Pre-requisites
GE	4	Mathematics in the Modern World	3		3	None
GE	5	Purposive Communication	3		3	None
GE	6	Art Appreciation	3		3	None
*Acctg	12A	Partnership and Corporation Accounting (elective)	3		3	Acctg I
BOA	11	Personal and Professional Development	3		3	Psych I
SH	12	Advanced Shorthand	3		3	SH II
NSTP	12	National Service Training Program	3		(3)	NSTP I
PATHFit	2	Exercise-based Fitness Activities	2		(2)	PATHFit I
Theo	12	Fundamental of Faith II (Ten Commandments)	3		(3)	Theo II
					<u>18 (26)</u>	15

SECOND YEAR

First Semester

Course Code			Lec	Lab	Units	Pre-requisites
GE	7	Science, Technology, and Society	3		3	None
GE	8	Ethics	3		3	None
GE elective	9A	Living in the IT Era	3		3	None
BOA	21	Administrative Office Procedures and Management	3		3	BOA II
BOA	23	Business Report Writing	3		3	None
BOA	24 L	Integrated Software Applications (lab)	1	2	3	KB II L
Theo	21	Special Problems in Ethics (Moral Guidance)	3		(3)	Theo 12
PATHFit	3	Sports (menu of courses)	2		(2)	PATHFit 2
GE	9	Filipino Bilingual (Mahaling Wika)				
					<u>2 18/(23)</u>	23

Second Semester

Course Code			Lec	Lab	Units	Pre-requisites
GE elective	10A	Philippine Popular Culture	3		3	None
GE elective	11A	The Entrepreneurial Mind	3		3	None
GE	12	Life and Works of Jose Rizal	3		3	None
*BOA elec	25	Philosophy of Office Management (elective)	3		3	None
*BOA elec	26	Human Anatomy and Physiology (elec)	3		3	None
BOA	27 L	Office Administration Internship (300hrs) (lab)	1	2	3	None
PATHFit	4	Dance (menu of courses)	2		(2)	PATHFit 3
Theo	22	The Sacramental Theology	3		(3)	Theo 21
GE	11	Barikhan ng Pilipinas				
					<u>2 18(23)</u>	14

THIRD YEAR

First Semester

<u>Course Code</u>		
CBMEC	1	Operations Management
BOA	31	Events Management
BOA	32 L	Machine Shorthand 1 (Lab)
LAW	1	Business Law ((Obligation and Contract)
*AdRe	11	Research Method
12 *Guid	1	Career Management

Lec	Lab	Units	Pre-requisites
3		3	Mgt
3		3	BOA 21
1	2	3	SH IL12
3		3	Acctg 12A
3		3	None
3		3	None
		<u>2</u>	<u>18</u>

Second Semester

<u>Course Code</u>		
CBMEC	2	Strategic Management
BOA	35	Customer Relations
BOA	36	Entrepreneurial Behavior and Competencies
*BOA	37 L	Legal Office Procedures (elec)
*BOA	38 L	Medical Office Procedures (elec)
*BOA	39	Web Designs (elec)/lab

Lec	Lab	Units	Pre-requisites
3		3	Mgmt
3		3	None
3		3	BOA 21
1	2	3	SH12/BOA21
3		3	SH12/BOA21
1	2	3	BOA21
		<u>4</u>	<u>18</u>

FOURTH YEAR

First Semester

<u>Course Code</u>		
2.4 TAX	1	Taxation (Income Taxation)
BOA	40 L	Internet Research for Business (lab)
*BOA	41 L	Introduction to Project Management
1.4 *BOA	42	Management Seminar

Lec	Lab	Units	Pre-requisites
3		3	Acctg 12
1	2	3	BOA 21
1	2	3	BOA21
3		3	
		<u>4</u>	<u>12</u>

Second Semester

<u>Course Code</u>		
B SOA	11 L	Legal Office Internship 300 hrs or Medical Office Procedures 300 hrs (lab)
*ProfCon	1	Professional Conferences 1

Lec	Lab	Units	Pre-requisites
1	2	3	All subj
3		(3)	
		<u>2</u>	<u>3 (6)</u>

NOTED

Dionisio O. de la Torre, Jr.
DIONISIO O. DE LA TORRE, JR., DBA
 Program Head for Office Administration/
 Dean, College of Business Management and Administration

Erleta S. Piñero
ERLETA S. PIÑERO
 Education Supervisor II

Date: Nov. 24, 2022

*** Students is required to take BOA 27L or Internship before enrolling Third year

For Non-ABM Academic Strand Graduates will enroll the following bridging courses:

Mgt.	1	Principles of Management
Acctg.	1	Fundamentals of Accounting
BusEd	12	Human Behavior in Organization
BusEd	21	Business Finance

1-8 BusEd 22 Principles of Marketing