



Republic of the Philippines  
**EASTERN VISAYAS STATE UNIVERSITY**  
 Tacloban City



**COLLEGE OF BUSINESS AND ENTREPRENEURSHIP**

**BACHELOR OF SCIENCE IN OFFICE ADMINISTRATION (BSOA)**

TOR (Transcript of Records temporary substitute)

Name: **KYLE BRITNEY P. GOLTIANO**

FIRST YEAR		First Semester	No. of hours/week			Pre-Requisite
CAT No.		Descriptive Title	Lec	Lab	Units	
2.0	BCA 001	Accounting Plus	(3)	0	(3)	None
1.1	BCM 001	Business and Management Plus	(3)	0	(3)	None
1.7	GEN ED 001	Purposive Communication	3	0	3	None
1.1	GEN ED 002	Understanding the Self	3	0	3	None
1.9	GEN ED 004	Mathematics in the Modern World	3	0	3	None
1.5	OMC 113	Keyboarding and Documents Production	2	3	3	None
1.9	IT 253	Presentation Packaging in Business	2	3	3	None
1.7	FIL 001	Sining sa Pakikipagtalastasan	3	0	3	None
1.3	NSTP 113	CWTS, LTS, MTS (Naval or Air Force)	3	0	3	None
1.2	PE 112	PATHFIT Movement Competency Training	2	0	2	None
<b>TOTAL</b>					<b>29</b>	

FIRST YEAR		Second Semester	No. of hours/week			Pre-Requisite
CAT No.		Descriptive Title	Lec	Lab	Units	
2.1	AE 113	Financial Accounting & Reporting	3	0	3	BCA 001
1.7	AE 114	Conceptual Framework & Accounting Standards	3	0	3	BCA 001
1.2	GEN ED 007	The Contemporary World	3	0	3	None
2.2	GEN ED 008	Science, Technology and Society	3	0	3	None
1.6	RIZAL 001	Rizal's Life and Works	3	0	3	None
1.5	OMC 223	Personal and Professional Development	3	0	3	None
1.9	IT 233	Electronic Spreadsheet in Business	2	3	3	None
1.4	FIL 002	Pagbasa at Pagsulat Tungo sa Pananaliksik	3	0	3	FIL 001
1.3	NSTP 123	CWTS, LTS, MTS (Naval or Air Force)	3	0	3	NSTP 113
1.0	PE 122	PATHFIT Fitness Training	2	0	2	PE 112
<b>TOTAL</b>					<b>29</b>	

SECOND YEAR		First Semester	No. of hours/week			Pre-Requisite
CAT No.		Descriptive Title	Lec	Lab	Units	
1.3	OMC 213	Administrative Office and Procedures Management	3	0	3	OMC 113
1.9	OMC 293	Business Report Writing	3	0	3	None
1.6	OMC 253	Foundations of Shorthand	2	3	3	None
1.5	OMC 273	Business Integrated Software Application	2	3	3	OMC 113
1.5	OM ELEC 213	Introduction to Entrepreneurship	3	0	3	None
1.4	GEN ED 003	Readings in Philippine History	3	0	3	None
1.6	LIT 002	Literatures of the World	3	0	3	None
1.5	ELEC 001	Elective Course	3	0	3	None
1.2	FL OA 213	Foreign Language in Office Administration 1	2	3	3	None
1.4	PE 212	PATHFIT Dance, Sports, Group Exercise, Outdoor and Adventure Activities	2	0	2	None
<b>TOTAL</b>					<b>29</b>	

SECOND YEAR		Second Semester	No. of hours/week			Pre-Requisite
CAT No.		Descriptive Title	Lec	Lab	Units	
1.3	CBMEC 001	Operations Management	3	0	3	None
1.5	OMC 233	Advanced Shorthand	2	3	3	OMC 253
2.1	MATH 223	Mathematics of Investment	3	0	3	None
1.4	OMC 263	Office Administration Internship (200 hours)	2	3	3	OMC 213
1.6	MGT 263	Computer-Based Information System	3	0	3	None
1.6	GEN ED 005	Arts Appreciation	3	0	3	None
1.8	HBO 223	Human Behavior in Organization	3	0	3	None
1.3	ELEC 002	Elective Course	3	0	3	None
1.0	FL OA 223	Foreign Language in Office Administration 2	2	3	3	FL OA 213
1.4	PE 222	PATHFIT Dance, Sports, Group Exercise, Outdoor and Adventure Activities	2	0	2	PE 212
TOTAL					29	

THIRD YEAR		First Semester	No. of hours/week			Pre-Requisite
CAT No.		Descriptive Title	Lec	Lab	Units	
2.0	LAW 313	Business Law	3	0	3	3rd year standing
1.7	IT 313	Database Management	2	3	3	3rd year standing
1.5	MKTG 313	Advertising and Promotion Management	3	0	3	3rd year standing
1.5	OM ELEC 313	Events Management	3	0	3	OMC 263
1.8	RES 313	Methods of Research	3	0	3	None
1.4	OMC 333	Machine Shorthand 1	2	3	3	OMC 223
1.4	OMP 313	Medical Office Procedures	3	0	3	OMC 213
2.0	OMP 333	Legal Office Procedures	3	0	3	OMC 213
1.0	FL 313	Foreign Language in Practice 1	2	3	3	FL OA 223
TOTAL					27	

THIRD YEAR		Second Semester	No. of hours/week			Pre-Requisite
CAT No.		Descriptive Title	Lec	Lab	Units	
1.1	FIN 323	Principles of Money, Credit and Banking	3	0	3	3rd year standing
1.2	OMC 323	Entrepreneurial Behavior and Competencies	3	0	3	OM ELEC 213
1.8	GEN ED 006	Ethics	3	0	3	None
1.7	OM ELEC 323	Tour Management	3	0	3	OM 263
1.4	CBMEC 002	Strategic Management	3	0	3	3rd year standing
1.6	DRRM 323	Disaster Risk Reduction Management	3	0	3	None
1.0	OMP 323	Machine Shorthand 2	2	3	3	OMP 313
2.1	OMC 343	Internet Research for Business	2	3	3	RES 313
1.0	FL 323	Foreign Language in Practice 2	2	0	3	FL 313
TOTAL					27	

FOURTH YEAR		First Semester	No. of hours/week			Pre-Requisite
CAT No.		Descriptive Title	Lec	Lab	Units	
1.5	OM ELEC 413	Seminar in Current Trends in Office Administration	3	0	3	4th year standing
1.3	OMP 413	Project Management	3	0	3	4th year standing
1.8	TAX 413	Income Taxation	3	0	3	4th year standing
1.2	PR 413	Public and Customer Relations	3	0	3	OMC 213
1.1	OMP 433	International Studies	3	0	3	OMC 253
1.5	OMC 413	Customer Analytics	3	0	3	CBMEC 002
1.5	OM ELEC 433	Current Trends in Information Technology	2	3	3	
<b>TOTAL</b>					<b>21</b>	

FOURTH YEAR		Second Semester	No. of hours/week			Pre-Requisite
CAT No.		Descriptive Title	Lec	Lab	Units	
1.3	OMC 423	Office Internship (400 hours)	6	0	6	4th year standing
1.5	RES 423	Research in Office Administration	3	0	3	4th year standing
<b>TOTAL</b>					<b>9</b>	

#### List of Elective Courses

Course Title	Lec	Lab	Units
Mathematics, Science & Technology	3		3
Social Science and Philosophy	3		3
Arts and Humanities	3		3
World Geography	3		3

#### Summary of Program Components

	CHED Memo 9 (units)	BSOA (units)
General Education	36	27
Filipino		6
Panitikan		3
National Service Training Program	6	6
Physical Education	8	8
Bridging Course in Accounting		3
Bridging Course in Management		3
Accounting Subjects		6
Core Business and Management Education Course (CBMEC)	6	6
Office Administration Core Courses	45	57
Professional Elective Courses	18	27
Information Technology		9
DRRM		3
Elective Courses		6
Foreign Language		12
Addendum Subjects		18
	<b>119</b>	<b>200</b>

