



Central Philippine Adventist College
(Bachelor of Science in Office Administration)
 2020 Curriculum Based on CMO 19 of 2017

First Year					
First Semester			Second Semester		
Course No	Subject	Unit	Course No	Subject	Unit
GEC1	Understanding Self	3	GEC4	Purposive Communication	3
GEC2	Reading in Philippine History	3	GEC5	Art Appreciation	3
GEC3	Mathematics in Modern world	3	OAC3	Advanced Shorthand	5
OAC1	Foundations of Shorthand	5	OAC4	Personal and Professional Development	3
OAC2	Keyboarding and Documents Processing	3	RLG2	Denominational History	3
RLG1	Life and Teaching of Jesus	3	NSTP2	NSTP 2	3
NSTP1	NSTP1	3	PE2	Rhythmic Activities	2
PE1	Self-Testing Activities	2			
Total		25	Total		22

SECOND YEAR					
First Semester			Second Semester		
Course No	Subject	Unit	Course NO	Subject	Unit
GEC6	Science, Technology and Society	3	GEC8	The Contemporary World	3
GEC7	Ethics	3	OAC7	Office Administration Internship 300hrs	3
OAC5	Administrative Office Procedures and Management	3	OAE1	Human Anatomy and Physiology	3
OAC6	Customer Relations	3	RLG4	Daniel and Revelation	3
RLG3	Christian Belief w/ Spiritual Gifts	3	CBME 101	Operations Management (TQM)	3
OAC9	Integrated Software Application	3	PE4	Team Sports	2
PE3	Individual/Dual Sports	2			
WOED1	Philosophy of works/Food Production	2			
Total		22	Total		17

THIRD YEAR					
First Semester			Second Semester		
Course No	Subject	Unit	Course No	Subject	Unit
GEC9	Life and Works of Rizal	3	OAC11	Entrepreneurial Behavior World and Competencies	3
ELEC1	Environmental Science	3	ELEC2	Accounting 2	3
OAE2	Legal Office Procedures	3	OAC12	Business Report writing	3
OAC8	Machine Shorthand 1	3	OAC13	Events Management	3
OAC10	Internet Research for Business	3	OAE3	Medical Office Procedures	3
RLG5	Philosophy of SDA Education	3	RLG6	Adventist Home & Child Evangelism	3
WOED2	Accounting 1	2	WOED3	Typing	2
Total		20	Total		20

FOURTH YEAR					
First Semester			Second Semester		
Course No	Subject	Unit	Course No	Subject	Unit
CBME102	Strategic Management	3	OAE5	Legal Office Internship 300hrs	3
OAE4	Web Designing	3	OAE6	Medical Office Internship	3
OAC14	Business Law	3			
OAC15	Taxation	3			
LTRE1	Philippine Literature	3			
Total		15	Total		6

Prepared by:

Approved by:

Shirlyn G. Ladano, MBA
Program Chair

Christy S. Doroy, CPA, MBA
Dean, School Of Business

Steven D. Dela Rama, PhD in Math
VP-Academic Administration