



SAN MATEO MUNICIPAL COLLEGE
SCHEDULE OF CLASSES
SECOND (2ND) SEMESTER || A.Y. 2020-2021

BACHELOR OF SCIENCE IN OFFICE ADMINISTRATION (BSOA)

FIRST (1st) YEAR		SECTION: I-A		
DAY	TIME	COURSE (Code, Title and No. of Units)	INSTRUCTOR	ROOM
MW	10:00 AM - 11:30 AM	[CCPD] Personality Development [3]	Ms. B. Sto. Domingo	
MW	1:00 PM - 2:30 PM	[STEN1] Fundamentals of Shorthand [3]	Ms. S. Forteza	
MW	5:30 PM - 7:00 PM	[GE007] The Contemporary World [3]	Ms. S. Tambaoan	
MW	7:00 PM - 8:30 PM	[GE006] Art Appreciation [3]	Mr. J. Ducusin	
Thu	1:00 PM - 4:00 PM	[NSTP2] National Service Training Program II [(3)]	Mr. E. Sochaco, Jr.	
Fri	7:00 AM - 10:00 AM	[GE008] Science, Technology and Society [3]	Mr. H. Sayo, Jr.	
Fri	10:00 AM - 1:00 PM	[OAKB1] Fundamentals of Keyboarding [3]	Mr. A. Dioquino	
Fri	1:00 PM - 3:00 PM	[PE002] Fundamentals of Rhythmic Activities [(2)]	Mr. R. San Buenaventura	
Sat	10:00 AM - 1:00 PM	[FIL02] Filipino sa Iba't-ibang Disiplina (FILDIS) [3]	Mr. C. Constantino	
TOTAL UNITS = 21 + 5				

FIRST (1st) YEAR		SECTION: I-B		
DAY	TIME	COURSE (Code, Title and No. of Units)	INSTRUCTOR	ROOM
TTh	10:00 AM - 11:30 AM	[CCPD] Personality Development [3]	Ms. B. Sto. Domingo	
TTh	1:00 PM - 2:30 PM	[STEN1] Fundamentals of Shorthand [3]	Ms. S. Forteza	
TTh	4:00 PM - 5:30 PM	[FIL02] Filipino sa Iba't-ibang Disiplina (FILDIS) [3]	Ms. R. Delos Santos	
TTh	5:30 PM - 7:00 PM	[GE007] The Contemporary World [3]	Ms. S. Tambaoan	
Mon	5:00 PM - 7:00 PM	[PE002] Fundamentals of Rhythmic Activities [(2)]	Mr. R. San Buenaventura	
Fri	7:00 AM - 10:00 AM	[OAKB1] Fundamentals of Keyboarding [3]	Mr. A. Dioquino	
Fri	10:00 AM - 1:00 PM	[GE008] Science, Technology and Society [3]	Mr. H. Sayo, Jr.	
Fri	5:30 PM - 8:30 PM	[GE006] Art Appreciation [3]	Mr. J. Ducusin	
Sat	7:00 AM - 10:00 AM	[NSTP2] National Service Training Program II [(3)]	Mr. A. Fernandez	
TOTAL UNITS = 21 + 5				

SECOND (2nd) YEAR		SECTION: II-A		
DAY	TIME	COURSE (Code, Title and No. of Units)	INSTRUCTOR	ROOM
MW	8:30 AM - 10:00 AM	[CBME1] Operations Management / TQM [3]	Dr. V. Matias	
MW	4:00 PM - 5:30 PM	[CCACCO2] Essentials of Accounting 2 [3]	Mr. Y. Mortillero	
MW	7:00 PM - 8:30 PM	[OACC3] Internet Research for Business 1 [3]	Mr. C. Forteza	
TTh	2:30 PM - 4:00 PM	[OAEL1] Filipino Stenography/Filipino Isteno [3]	Ms. S. Forteza	
TTh	4:00 PM - 5:30 PM	[OACC4] Administrative Office Procedure and Management [3]	Mr. R. Salvador	
Fri	8:00 AM - 10:00 AM	[PE004] Recreational Activities [(2)]	Mr. R. San Buenaventura	
Fri	1:00 PM - 4:00 PM	[OAKB2] Keyboarding with Document Processing [3]	Mr. A. Dioquino	
Fri	4:00 PM - 7:00 PM	[OAEL2] Introduction to Project Management [3]	Dr. M. Mutuc	
TOTAL UNITS = 21 + 2				

SECOND (2nd) YEAR		SECTION: II-B		
DAY	TIME	COURSE (Code, Title and No. of Units)	INSTRUCTOR	ROOM
MW	7:00 AM - 8:30 AM	[CBME1] Operations Management / TQM [3]	Dr. V. Matias	
MW	8:30 AM - 10:00 AM	[OAEL1] Filipino Stenography/Filipino Isteno [3]	Ms. S. Forteza	
TTh	2:30 PM - 4:00 PM	[OACC4] Administrative Office Procedure and Management [3]	Mr. R. Salvador	
TTh	4:00 PM - 5:30 PM	[CCACCO2] Essentials of Accounting 2 [3]	Mr. Y. Mortillero	
TTh	7:00 PM - 8:30 PM	[OACC3] Internet Research for Business 1 [3]	Mr. C. Forteza	
Fri	10:00 AM - 12:00 PM	[PE004] Recreational Activities [(2)]	Mr. R. San Buenaventura	
Fri	1:00 PM - 4:00 PM	[OAEL2] Introduction to Project Management [3]	Dr. M. Mutuc	
Fri	4:00 PM - 7:00 PM	[OAKB2] Keyboarding with Document Processing [3]	Mr. A. Dioquino	
TOTAL UNITS = 21 + 2				

THIRD (3rd) YEAR				
DAY	TIME	COURSE (Code, Title and No. of Units)	INSTRUCTOR	ROOM
MW	10:00 AM - 11:30 AM	[OAEL4] Machine Shorthand 2 [3]	Ms. S. Forteza	
TTh	5:30 PM - 7:00 PM	[CBME2] Strategic Management [3]	Mr. J. Parungao	
TTh	7:00 PM - 8:30 PM	[OACC10] Entrepreneurial Behavior and Competencies [3]	Mr. J. Parungao	
Fri	10:00 AM - 1:00 PM	[IndRe] Industry Readiness [3]	Mr. A. Cruz	
TOTAL UNITS = 12				

Prepared by:

Noted by:

Approved by:

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Dr. TERESITA C. DELA CRUZ

Dr. ESTRELLA J. CINCO

Academic Assistant

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