

# Ateneo de Zamboanga University

SCHOOL OF MANAGEMENT AND ACCOUNTANCY

Management Department

## BACHELOR OF SCIENCE IN OFFICE ADMINISTRATION (BSOA)

(For non-ABM track)

FIRST YEAR					
First Semester		Units	Second Semester		Units
<b>MATMOD</b>	Mathematics in the Modern World	3	<b>PURCOM</b>	Purposive Communication	3
<b>UNDESELF</b>	Understanding the Self	3	<b>PHIHUM</b>	Philosophy of the Human Person: Social and Political Dimensions	3
<b>SPIECO</b>	Spirituality and Ecology in the Christian, Ignatian, and Islamic Traditions)	3	<b>VOCMIS</b>	Vocation and Mission in the Christian, Ignatian, and Islamic Traditions	3
<b>PHIHIS</b>	Readings in Philippine History	3	<b>RIZAL</b>	Life and Works of Rizal	3
<b>FFP/NSTP 1</b>	Freshmen Formation Program/NSTP I	3	<b>FFP/NSTP 1</b>	Freshmen Formation Program/NSTP II	4.5
<b>PATHFIT 1</b>	Movement Enhancement	4.5	<b>PATHFIT 2</b>	Fitness Exercise	2
<b>OACC 100</b>	Basic Keyboarding & Intro to Word Processing	2	<b>OACC 101</b>	Foundations of Shorthand	3
<b>BUSMAN 101</b>	Human Behavior in Organization	6	<b>BUSMAN 102</b>	Business Research	3
<b>ABMBC 2</b>	Principles of Management & Marketing	(3)	<b>ABMBC 1</b>	Fundamentals of Accounting 1 & 2	(3)
<b>TOTAL</b>		<b>30.5</b>	<b>TOTAL</b>		<b>30.5</b>
SUMMER					
<b>BUSMAN 103</b>	Environmental Management (PMC)				3
<b>BUSMAN 104</b>	Project Management (PMC)				3
<b>ABMBC 3</b>	Business Finance and Applied Economics				(3)
<b>TOTAL</b>					<b>9</b>
SECOND YEAR					
First Semester		Units	Second Semester		Units
<b>ETHICS</b>	Ethics	3	<b>ARTAPP</b>	Art Appreciation	3
<b>CONWOR</b>	Contemporary World	3	<b>SCITECS</b>	Science, Technology, and Society	3
<b>KOMFIL</b>	KontekstwalisadongKomunikasyonsaFilipino	3	<b>PANLIP</b>	PanitikanPanlipunan	3
<b>PATHFIT 3</b>	Dance/Sports/Recreation and Games 1	2	<b>PATHFIT 4</b>	Dance/Sports/Recreation and Games 2	2
<b>OACC 103</b>	Advance Shorthand	3	<b>BUSMAN 106a</b>	Operations Management	3
<b>OACC 104</b>	Business Correspondence	3	<b>OACC 107</b>	Customer Service Relations	3
<b>OACC 105</b>	Personal & Prof Development	3	<b>OACC 108</b>	Business Report Writing	3
<b>OACC 106</b>	Admin Office Proc w/ Emphasis on Records Management	3	<b>PROF ELEC 1</b>	Professional Elective 1	3
<b>MRKTG 1</b>	Marketing Management (BC)	3	<b>FINACC 1a</b>	Financial Accounting (PMC)	3
<b>TOTAL</b>		<b>26</b>	<b>TOTAL</b>		<b>26</b>
SUMMER					
<b>PROF ELEC 2</b>	Professional Elective 2				3
<b>PROF ELEC 3</b>	Professional Elective 3				3
<b>BUSMAN 108</b>	Human Resource Management (PMC)				3
<b>TOTAL</b>					<b>9</b>

<b>THIRD YEAR</b>					
<b>First Semester</b>		<b>Units</b>	<b>Second Semester</b>		<b>Units</b>
<b>FREE ELECT 1</b>	Free Elective 1	3	<b>FREE ELECT 2</b>	Free Elective 2	3
<b>OACC 109</b>	Internet Research for Business (PMC)	3	<b>OACC 112</b>	Events Management (PMC)	3
<b>OACC 110</b>	Machine Shorthand (PMC)	3	<b>OACC 113</b>	Integrated Software Application (PMC)	3
<b>Law 1</b>	Obligation & Contract (PMC)	3	<b>OACC 114</b>	Office Business Machine (PMC)	3
<b>Tax 1</b>	Income Taxation (PMC)	3	<b>BUSMAN 111</b>	Strategic Management (CBMEC)	3
<b>OACC 111</b>	Entrep Behavior & Competencies (PMC)	3	<b>MIS 1</b>	Management Information Systems (PMC)	3
<b>ECON 1</b>	Business Economics (BC)	3	<b>PROF ELEC 4</b>	Professional Elective 4	3
<b>FINMAN 2</b>	Financial Management	3			
<b>TOTAL</b>		<b>24</b>	<b>TOTAL</b>		<b>21</b>
<b>SUMMER</b>					
<b>PROF ELEC 5</b>	Professional Elective 5				3
<b>PROF ELEC 6</b>	Professional Elective 6				3
<b>TOTAL</b>					<b>6</b>
<b>FOURTH YEAR</b>					
<b>First Semester</b>		<b>Units</b>	<b>Second Semester</b>		<b>Units</b>
<b>OACC 115</b>	Office Administration Internship	3	<b>OACC 116</b>	Elec-Legal Office Internship or Medical Office Internship	3
<b>TOTAL</b>		<b>3</b>	<b>TOTAL</b>		<b>3</b>

**EFFECTIVE SCHOOL YEAR 2018–2019**

**Professional Electives:**

- Legal Office Procedures
- Medical Office Procedures
- Customer Analytics
- International Studies
- Web Design
- Filipino Stenography
- Machine Shorthand 2
- Advertising
- Change Management
- Risk Management

**GE (FREE) Electives:**

- Christian Morality and Ethics in the 21st Century
- Islamic Ethics in the 21st Century
- Inter-Religious Dialogue
- Indigenous Communities in the Philippines
- Great Books in World Literature
- Gender and Society
- The entrepreneurial Mindset
- Living in the IT Era (with Data Analytics)
- Mindanao History and Culture
- People and Earth's Ecosystem (with Environmental Management)

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