

**Ateneo de Zamboanga University**  
 School of Management & Accountancy  
 MANAGEMENT DEPARTMENT

SUBJECTS AND PRE-REQUISITES  
 BSOA (SY 2018-2019)  
 June 14, 2019

CODES	TITLES	PRE-REQUISITES
BUSMAN 101	HBO	NONE
BUSMAN 102	BUSINESS RESEARCH	BUSMAN 101
BUSMAN 103	ENVI MANAGEMENT	NONE
BUSMAN 104	PROJ MANAGEMENT	BUSMAN 102
FINACC 1a	FINANCIAL ACCTG	NONE
ECON 1	BUSINESS ECONOMICS	NONE
BUSMAN 106a	OPERATIONS MGT	MRKTG1
FINMAN 2	FINANCIAL MANAGEMENT	FINACC 1a
BUSMAN 108	HUMAN RESOURCE MGT	BUSMAN 101
LAW 1	OBLIGATION & CONTRACT	none
TAX 1	INCOME TAXATION	LAW 1, FINMAN 2, BUSMAN 105
BUSMAN 111	STRATEGIC MANAGEMENT	OACC110, FINMAN 2, TAX 1
OACC 100	BASIC KEYBOARDING & INTRO TO WORD PROCESSING	NONE
OACC 101	FOUNDATIONS OF SHORTHAND	NONE
OACC102	ADVANCED SHORTHAN	OACC 101
OACC 103	BUSINESS CORRESPONDENCE	OACC 101 , OACC100
OACC 104	PERSONAL & PROF DEVELOPMENT	OACC 101 , OACC100
OACC 105	ADMIN OFFICE PROCEDURE WITH EMPHASIS ON RECORDS MGT	OACC 101 , OACC100
OACC 106	CUSTOMER SERVICE RELATIONS	MRKTG1, OACC104
OACC 107	BUSINESS REPORT WRITING	OACC 105, 103
OACC 108	INTERNET RESEARCH FOR BUSINESS	OACC 106 , 107
OACC 109	MACHINE SHORTHAND	OACC102
OACC 110	ENTREP BEHAVIOR AND COMPETENCIES	OACC 106
OACC 111	EVENTS MANAGEMENT	OACC 110
OACC 112	INTEGRATED SOFTWARE APPLICATION	OACC 108
OACC 113	OFFICE BUSINESS MACHINE	OACC 109
OACC 114	OFFICE ADMINISTRATION INTERNSHIP	OA 111, 112, 113
OACC 115	OFC ADMIN INTERNSHIP LEGAL / MEDICAL	OACC 114
MRKTG1	MARKETING MANAGEMENT	NONE

Submitted by:

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Noted by:

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