Ateneo de Zamboanga University

School of Management and Accountancy

**BACHELOR OF SCIENCE IN OFFICE ADMINISTRATION**

**FIRST YEAR First Semester Second Semester**

| **FG** | **Course Code** | **Course Title** | **Units** |  | **FG** | **Course Code** | **Course Title** | **Units** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **BUSMAN 201** | Human Behavior in an Organization | 3 |  |  | **BUSFIN** | Business Finance  | 3 |
|  | **ABMBC 200**  | Fundamentals of Accounting 1&2 | 3 |  |  | **ABMBC 201**  | Business Math | 3 |
|  | **OACC 200** | Keyboarding & Intro to Word Processing | 6 |  |  | **OACC 201** | Fundamentals of Shorthand | 6 |
|  | **MATMOD** | Mathematics in the Modern World | 3 |  |  | **UNDSELF** | Understanding the Self | 3 |
|  | **PHIHIS** | Readings in Philippine History | 3 |  |  | **PURCOM** | Purposive Communication | 3 |
|  | **BUSMAN 202** | Business Research | 3 |  |  | **BUSMAN 203**  | Environmental Management | 3 |
|  | **FFP1** | Freshman Formation Program | 3 |  |  | **FFP2** | Freshman Formation Program/ | 3 |
|  | **NSTP1** | NSTP | 3 |  |  | **NSTP2** | NSTP | 3 |
|  | **PATHFIT 1** | Movement Enhancement | 2 |  |  | **PATHFIT2** | Fitness Exercise | 2 |
|  | **Total** | **29** |  |  | **Total** | **29** |

 **SUMMER**

| **FG** | **Course Code** | **Course Title** | **Units** |
| --- | --- | --- | --- |
|  | **BUSMAN 204** | Project Management | 3 |
|  | **OACC 202** | Advanced Shorthand | 3 |
|  | **PROF ELECT 1** | Professional Elective 1 | 3 |
|  | **Total** | **9** |

**SECOND YEAR First Semester Second Semester**

| **FG** | **Course Code** | **Course Title** | **Units** |  | **FG** | **Course Code** | **Course Title** | **Units** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **OACC 203a** | Business Report Writing  | 3 |  |  | **BUSMAN 206a** | Operations Management | 3 |
|  | **OACC 204** | Personal and Professional Development | 3 |  |  | **OACC 206** | Customer Service Relations | 3 |
|  | **OACC 205** | Admin Office Procedures & Management  | 3 |  |  | **PROF ELECT 2** | Professional Elective 2 | 3 |
|  | **ACADWRI** | Advanced Academic Writing | 3 |  |  | **FINACC 0a** | Financial Accounting | 3 |
|  | **MIS 1** | Management Information System | 3 |  |  | **ARTAPP** | Art Appreciation | 3 |
|  | **ECON 201** | Basic Microeconomics | 3 |  |  | **RIZAL** | Life and Works of Rizal | 3 |
|  | **SCITECS** | Science, Technology & Society | 3 |  |  | **PHIHUM** | Philosophy of the Human Person: Social & Political Dimensions | 3 |
|  | **SPIECO** | Spirituality & Ecology in the Christian, Ignatian & and Islamic Traditions | 3 |  |  | **VOCMIS** | Vocation & Mission in the Christian, Ignatian & Islamic Traditions | 3 |
|  | **PATHFIT 3** | Dance/Sports/Rec & Games I | 2 |  |  | **PATHFIT 4** | Dance/Sports/Rec & Games | 2 |
|  | **Total** | **26** |  |  | **Total** | **26** |

**SUMMER**

| **FG** | **Course Code** | **Course Title** | **Units** |
| --- | --- | --- | --- |
|  | **BUSMAN 208** | Human Resource Management | 3 |
|  | **PROF ELECT 3** | Professional Elective 3 | 3 |
|  | **Total** | **6** |

**THIRD YEAR First Semester Second Semester**

| **FG** | **Course Code** | **Course Title** | **Units** |  | **FG** | **Course Code** | **Course Title** | **Units** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **PROF ELECT 4** | Professional Elective 4 | 3 |  |  | **BUSMAN 211** | Strategic Management | 3 |
|  | **OACC 207** | Internet Business for Research | 3 |  |  | **OACC 210** | Entrep. Behavior and Competencies | 3 |
|  | **OACC 209** | Machine Shorthand | 3 |  |  | **OACC 211** | Events Management | 3 |
|  | **MRKGTM 200** | Marketing Management | 3 |  |  | **OACC 212** | Integrated Software Application | 3 |
|  | **TAX 01** | Income Taxation | 3 |  |  | **PROF ELECT 5** | Professional Elective 5 | 3 |
|  | **LAW 01** | Obligations and Contract | 3 |  |  | **FINMAN 2** | Financial Management | 3 |
|  | **GM ELECT-LM** | Literatures of Mindanao | 3 |  |  | **CONWOR** | Contemporary World | 3 |
|  | **ETHICS** | Ethics | 3 |  |  | **GE ELECT-GB** | Great Books: World Literary Classics | 3 |
|  | **Total** | **24** |  |  | **Total** | **24** |

**SUMMER**

| **FG** | **Course Code** | **Course Title** | **Units** |
| --- | --- | --- | --- |
|  | **PROF ELECT 6** | Professional Elective 6 | 3 |
|  | **OACC 213** | Office Business Machine | 3 |
|  | **Total** | **6** |

**FOURTH YEAR First Semester Second Semester**

| **FG** | **Course Code** | **Course Title** | **Units** |  |  | **FG** | **Course Code** | **Course Title** | **Units** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **OACC 214** | Office Business Internship | 3 |  |  |  | **OACC 215** | Legal Office Internship/Medical Office Internship | 3 |
|  | **Total** | **3** |  |  |  | **Total** | **3** |

**BSOA ELECTIVES:**

| **Electives** | **Subject/Code** | **Course Title** | **Units** |
| --- | --- | --- | --- |
| BUSMAN ELECTIVE | BUSMAN 217 | Advertising | 3 |
| BUSMAN ELECTIVE | BUSMAN 219 | Change Management | 3 |
| BUSMAN ELECTIVE | BUSMAN 234 | Risk Management | 3 |
| PROFESSIONAL ELECTIVE | OACC 216 | Customer Analytics | 3 |
| PROFESSIONAL ELECTIVE | OACC 217 | Filipino Shorthand | 3 |
| PROFESSIONAL ELECTIVE | OACC 218 | International Studies | 3 |
| PROFESSIONAL ELECTIVE | OACC 219 | Legal Office Procedures | 3 |
| PROFESSIONAL ELECTIVE | OACC 220 | Machine Shorthand | 3 |
| PROFESSIONAL ELECTIVE | OACC 221 | Medical Office Procedures | 3 |
| PROFESSIONAL ELECTIVE | OACC 222 | Web Design | 3 |