



Ateneo de Zamboanga University
SCHOOL OF MANAGEMENT AND ACCOUNTANCY
BACHELOR OF SCIENCE IN OFFICE ADMINISTRATION (BSOA)

FIRST YEAR

First Semester

FG	Course Code	Course Title	Units
	BUSMAN 201	Human Behavior in an Organization	3
	ABMBC 200	Fundamentals of Accounting 1&2	3
	OACC 200	Keyboarding & Intro to Word Processing	6
	MATMOD	Mathematics in the Modern World	3
	PHIHIS	Readings in Philippine History	3
	BUSMAN 202	Business Research	3
	FFP1	Freshman Formation Program 1	3
	NSTP1	National Service Training Program 1	3
	PATHFIT 1	Movement Enhancement	2
	Total		29

Second Semester

FG	Course Code	Course Title	Units
	BUSFIN	Business Finance	3
	ABMBC 201	Business Math	3
	OACC 201	Fundamentals of Shorthand	6
	UNDSELF	Understanding the Self	3
	PURCOM	Purposive Communication	3
	BUSMAN 203	Environmental Management	3
	FFP2	Freshman Formation Program 2	3
	NSTP2	National Service Training Program 2	3
	PATHFIT2	Fitness Exercise	2
	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

FG	Course Code	Course Title	Units
	OACC 203a	Business Report Writing	3
	OACC 204	Personal and Professional Development	3
	OACC 205	Admin Office Procedures & Management	3
	ACADWRI	Advanced Academic Writing	3
	MIS 1	Management Information System	3
	ECON 201	Basic Microeconomics	3
	SCITECS	Science, Technology & Society	3
	SPIECO	Spirituality & Ecology in the Christian, Ignatian & and Islamic Traditions	3
	PATHFIT 3	Dance/Sports/Rec & Games I	2
	Total		26

Second Semester

FG	Course Code	Course Title	Units
	BUSMAN 206a	Operations Management	3
	OACC 206	Customer Service Relations	3
	PROF ELECT 2	Professional Elective 2	3
	FINACC 0a	Financial Accounting	3
	ARTAPP	Art Appreciation	3
	RIZAL	Life and Works of Rizal	3
	PHIHUM	Philosophy of the Human Person: Social & Political Dimensions	3
	VOCMIS	Vocation & Mission in the Christian, Ignatian & Islamic Traditions	3
	PATHFIT 4	Dance/Sports/Rec & Games	2
	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

FG	Course Code	Course Title	Units
	PROF ELECT 4	Professional Elective 4	3
	OACC 207	Internet Business for Research	3
	OACC 209	Machine Shorthand	3
	TAX 01	Income Taxation	3
	LAW 01	Obligations and Contract	3
	GM ELECT-LM	Literatures of Mindanao	3
	ETHICS	Ethics	3
	Total		21

Second Semester

FG	Course Code	Course Title	Units
	BUSMAN 211	Strategic Management	3
	OACC 210	Entrep. Behavior and Competencies	3
	OACC 211	Events Management	3
	OACC 212	Integrated Software Application	3
	PROF ELECT 5	Professional Elective 5	3
	FINMAN 2	Financial Management	3
	CONWOR	Contemporary World	3
	GE ELECT-GB	Great Books: World Literary Classics	3
	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

FG	Course Code	Course Title	Units
	OACC 214	Office Business Internship	3
	Total		3

Second Semester

FG	Course Code	Course Title	Units
	OACC 215	Legal Office Internship/Medical Office Internship	3
	Total		3