



COLEGIO DE ADMINISTRACIÓN DE EMPRESAS

University of Puerto Rico – Mayaguez Campus



Office of Student's Affairs

BACHELOR OF OFFICE ADMINISTRATION

Revised 2025 Version			
FIRST SEMESTER	CRS	SECOND SEMESTER	CRS
FIRST YEAR			
*ADOF 3016-KEYBOARDING AND ITS APPLICATIONS I	3	*ADOF 3017-KEYBOARDING AND ITS APPLICATIONS II (ADOF 3016)	3
SOCIAL SCIENCES ELECTIVE	3	SOCIAL SCIENCES ELECTIVE	3
ESPA 3101-BASIC COURSE IN SPANISH I	3	ESPA 3102-BASIC COURSE IN SPANISH II (ESPA 3101)	3
INGL ____ - FIRST YEAR COURSE IN ENGLISH	3	INGL ____ - FIRST YEAR COURSE IN ENGLISH	3
ELECTIVE IN NATURAL SCIENCES	3	ELECTIVE IN NATURAL SCIENCES	3
		*ADOF 3107-OFFICE CONCEPTS, SYSTEMS AND TECHNOLOGY	3
TOTAL	15	TOTAL	18
SECOND YEAR			
*ELECTIVA PROFESIONAL^	3	*ADOF 4020-TRAINING IN ELECTRONIC EQUIPMENT (ADOF 3017 y ADOF 3107)	3
*ADOF 4005-ELECTRONIC PRODUCTION OF DOCUMENTS (ADOF 3017)	3	*ELECTIVA PROFESIONAL^	3
*ADOF 3009- RECORDS MANAGEMENT	3	ADMI 3009-INTRODUCTION TO BUSINESS, MANAGEMENT AND ETHICS	4
INGL ____ - SECOND YEAR COURSE IN ENGLISH	3	INGL ____ - SECOND YEAR COURSE IN ENGLISH	3
ESPA 3215-EXPRESSION AND COMMUNICATION (ESPA 3102)	3	MATE 3086- MATHEMATICAL REASONING / MATE 3171-PRECALCULUS I	3
TOTAL	15	TOTAL	16
THIRD YEAR			
*ADOF 4065-INTRODUCTION TO WORD PROCESSING (ADOF 3016)	3	*ADOF 4019-ADMINISTRATIVE OFFICE PROCEDURES (ADOF 3017)	3
EDFI ____ - PHYSICAL EDUCATION ELECTIVE	2	ENGLISH ELECTIVE	3
CONT 3011-FINANCIAL ACCOUNTING PRINCIPLES I	3	*PROFESSIONAL ELECTIVE^	3
*PROFESSIONAL ELECTIVE^	3	*ADOF 4126-MULTIDISCIPLINARY BUSINESS SEMINAR (CONT 3011 Y (ADOF 4005 O ADOF 4020) Y (MATE 3086 O MATE 3171))	3
FREE ELECTIVE	3	FREE ELECTIVE	3
TOTAL	14	TOTAL	15
FOURTH YEAR			
*ADOF 4080-TRAINING AND SEMINAR PLANNING (ADOF 4019 y ADMI 3009)	3	*ADOF 4025-OFFICE ADMINISTRATION PRACTICUM (ADOF 3009, ADOF 3107, ADOF 4005, ADOF 4019, ADOF 4020, ADOF 4065, ADOF 4080 y 12 créditos en electivas profesionales o DIR)	4
MERC 3115-PRINCIPLES OF MARKETING	3	ECON 3021-PRINCIPLES OF ECONOMICS: MICROECONOMICS	3
HUMANITIES ELECTIVE	3	HUMANITIES ELECTIVE	3
ADMI 4001-INTRODUCTION TO LAW	3	FREE ELECTIVE	3
*ADOF 3015 - PROFESSIONAL COMMUNICATION WITH DEAF INDIVIDUALS	3	FREE ELECTIVE	3
TOTAL	15	TOTAL	16

*MUST BE PASSED WITH A GRADE OF "C" OR HIGHER. IT WILL BE INCLUDED IN THE CALCULATION OF THE SPECIALTY GPA.

^PROFESSIONAL ELECTIVES MUST BE SELECTED FROM AN ESTABLISHED LIST.

SPECIALTY COURSES (ADOF) ARE OFFERED IN THE SEMESTER INDICATED IN THIS CURRICULUM.