

**GRADUATES OF BACHELOR OF SCIENCE IN OFFICE ADMINISTRATION
FOR THE ACADEMIC YEAR 2008-2012: A TRACER STUDY**

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ABSTRACT

Summary

This study attempts to investigate the Bachelor of Science in Office Administration students who graduated at Partido State University, Goa Campus for the academic year 2008-2012. Specifically it answered the following question: 1) determine the profile of graduates; 2) determine the factors influencing the graduates' employability; 3) describe the employment status of graduates. And what BSOA competencies are needed by the graduates to prepare them to become successful. The method used by the researchers was the descriptive survey method, it involves the descriptions, recording and analysis of existing condition or status. This was found appropriate for it could give a more precise way of interpreting the results, especially on the factors of the BSOA graduates. It could be inferred from the foregoing finding that: the females who are not married with age ranging from 22-27, fifty eight or 72.5% from the respondents with the range of 22-27 are female and unmarried. And the majority of graduates have permanent jobs in public offices and mostly in line with the course. Majority of the graduates are searching for a job in only 11 months to land a job after graduation. Considering the factors that contribute to job satisfaction, all of them agree. Employed graduates must motivate the other graduates towards working. As a reminder for them, working are not limited to everyone whether they are married or getting older, still professionalism is intended to apply, great motivation and enthusiasm are needed. With these findings and conclusions, the recommendations were shown. The BSOA graduate should prepare to be globally competitive so as to prepare themselves in the industry. The school should provide more training and hands-on activities and they must have several target companies where they can recommend their graduates. Unemployed graduates must challenge themselves and never give up to find a job in

order to satisfy them. Companies must provide higher benefits and more opportunities to the employees to have satisfaction. As for the employees or graduates of BSOA are needed to work hard and work out for their job so that companies will be acknowledged to provide more opportunities and higher benefits to the employees.