

# Pacific Union College

## Major in Business Administration: Management Emphasis—B.B.A.

### OCCUPATIONAL INFORMATION

#### Following Graduation

Students with an emphasis in management often begin their career in the following:

- 1) Purchasing, personnel, production or manufacturing departments of various institutions.
- 2) Internship or management training programs.
- 3) Graduate schools of business, law, medicine, or dentistry.
- 4) Self employment.

A wide variety of opportunities is available to students with this emphasis. The ultimate position is dependent upon each individual. Graduates who put forth the effort and have the desire for advancement generally move into responsible leadership positions.

#### Training and Education

A bachelor's degree is required for many entry-level positions in business and is usually required for advancement in management positions. Managers have found that the knowledge and perspective gained in earning a master's and/or doctorate degree enhances their competitive position. To reach the highest ranks in college and university environments, a doctorate is essential.

The B.B.A. degree in Business Administration permits a student to specialize in a chosen field of business.

#### Job Market and Outlook

Employment opportunities are broad and open for good graduates. The latest ten-year projections suggest that there will be an increase in the availability of jobs. Every organization or institution needs business-trained personnel. The employment opportunities and growth rates in the areas served by business majors are expected to grow as fast as the average for all occupations during the next ten years.

#### Beginning and Potential Earnings

Beginning salaries generally range between \$35,000 and \$50,000, potential earnings being practically unlimited, depending on the field chosen and individual advancement.

### MAJOR COURSE REQUIREMENTS

**Major in Business Administration with a Management Emphasis—B.B.A.:** A minimum of 104 hours (45 in the upper division) in the core and emphasis distributed as follows:

#### Required Core Courses: (64 hours)

|  |   |       |
|--|---|-------|
| ACCT 121-22-23                           | Principles of Accounting I-II-III                             | 3-4-3 |
| ACCT 391                                 | Accounting Systems in Small Businesses                        | 2     |
| BUAD 279                                 | Business Communications/Data Presentation                     | 3     |
| BUAD 325-326                             | Business Law I, II  | 3-3   |
| BUAD 490                                 | Seminar in Business   | 1     |
| ECON 261                                 | Principles of Economics—Macro                                 | 4     |
| ECON 265                                 | Principles of Economics—Micro                                 | 4     |
| FIN 341                                  | Finance   | 5     |
| MGMT 361                                 | Management  | 4     |
| MGMT 465                                 | Organizational Behavior                                       | 3     |
| MGMT 491                                 | Strategic Management  | 3     |
| MKTG 351                                 | Marketing   | 4     |
| MATH 106                                 | College Algebra<br>(or MATH 131 Calculus I)                   | 4     |
| STAT 222                                 | Introduction to Statistics                                    | 4     |
| STAT 322                                 | Statistical Methods   | 3     |
| OFAD 111                                 | Personal/Beginning Keyboarding<br>(or waiver exam)            | 0-2   |
| A minimum of 4 hours from the following: |   | 4     |
| INFS 144                                 | PC Operating Systems (1)                                      |       |
| INFS 148                                 | PC Spreadsheets (1)   |       |
| INFS 149                                 | PC Databases (1)  |       |
| OFAD 201                                 | Word Processing (2 hours maximum)<br>(or 203 Word Processing) |       |

#### Management Emphasis (40 hours)

|          |                                   |   |
|----------|-----------------------------------|---|
| MGMT 457 | International Business Management | 3 |
| MGMT 466 | Business and Society              | 3 |
| MGMT 481 | Production Management             | 3 |

|                             |                                      |     |
|-----------------------------|--------------------------------------|-----|
| A minimum of 12 hours from: |                                      | 12* |
| INFS 470                    | Management Science (4)               |     |
| INFS 482                    | Systems Development Life Cycle (4)   |     |
| MGMT 328                    | Management Information Systems (3)   |     |
| MGMT 472                    | Human Resources Management (3)       |     |
| MGMT 473                    | Labor Law and Legislation (3)        |     |
| MGMT 486                    | Purchasing and Inventory Control (3) |     |

|  |  |   |
|--|--|---|
| A minimum of 9 hours of Accounting from: |  | 9 |
| ACCT 311-12-13                           | Intermediate Accounting (3-3-3)                |   |
| ACCT 321-322                             | Cost Accounting I-II (3-3)                     |   |
| ACCT 341                                 | Taxation for Individuals (4)                   |   |
| ACCT 343                                 | Taxation for Corporations and Partnerships (4) |   |
| ACCT 345                                 | Estate Planning, Gifts & Trust Taxation (3)    |   |

|  |  |     |
|--|--|-----|
| Additional hours (minimum of 6 UD) from:   |  | 11* |
| ACCT, BUAD, ECON, FIN, INFS, MGMT, or MKTG courses to total at least 104 hours in the major, (core courses and emphasis)*. |  |     |

#### Recommended Supporting Courses:

|          |                               |
|----------|-------------------------------|
| BUAD 118 | Personal Money Management (3) |
| BUAD 223 | Personal Law (2)              |
| OFAD 116 | Calculating Machines (1)      |

\* Courses used to fulfill requirements in the two sections marked with an asterisk cannot also be used to fulfill requirements in any other emphasis or business program.

## SUMMARY OF GENERAL EDUCATION

Note: The following is a brief summary of General Education requirements. For a full explanation, please refer to the Pacific Union College Catalog.

### Foundations of Learning

ENGL 101-102 College English (4-4)  
Speech course: To be chosen from list (3)

### Human Identity in Cultural Contexts

HIST 101-102 History of World Civilizations  
or HIST 134-135 (4-4)  
One behavioral science (ANTH-PSYC-SOCI) course from list (3)  
Second social science course is fulfilled by ECON in major

### Insights of the Imagination

Literature: ENGL 301 Great Books (4)  
Art history or music history course: To be chosen from list (3)

### The Natural World

Introductory-level Science (C- or better for high school)  
H. S. biology or BIOL 105 Intro to Biology (5)  
H. S. chemistry or CHEM 101 Introductory Chemistry (4)  
H. S. physics or PHYS 105 Introduction to Physics (5)  
Laboratory science course: To be chosen from list (4)

### Revelation, Belief, and Action

Sixteen to eighteen quarter hours distributed as follows:  
Minimum: 6 hours of courses with RELB prefixes  
Maximum: 9 hours of lower division will apply  
For transfer students from public colleges, this requirement is prorated: Sophomores—14, Juniors—10, Seniors—6

### Health and Fitness

One health course: To be chosen from list (2)  
Four ESAC courses including one aerobics (4)  
For transfer students: One per year in residence at PUC

### Skills for Daily Living

Satisfied by the Business major

### What the Degree Includes

- A total of 192 quarter hours including:
1. A minimum of 60 upper division hours.
  2. General Education requirements.
  3. Major requirements.
  4. Minimum 2.0 GPA, overall and major.

### For More Information

Business Administration and Economics Department  
Pacific Union College  
One Angwin Avenue  
Angwin, CA 94508 (707) 965-6238

U.S. Occupational Outlook Handbook  
Counseling & Career Development Center (PUC)

Visit our Web site: <http://www.puc.edu>. (Click academics.  
See appropriate entries under Academic Departments,  
Academic Programs, and Departmental Home Pages.)

## SAMPLE FOUR-YEAR PROGRAM

It is not likely that these courses can always be taken in the order given. Your advisor will help you design a personalized program of studies.

| First Year                                | A         | W         | S         |
|---|-----------|-----------|-----------|
| Principles of Accounting I, II, III       | 3         | 4         | 3         |
| College Algebra (or Calculus I)           | 4         | -         | -         |
| Keyboarding Course <sup>1</sup>           | -         | -         | 2         |
| Calculating Machines (recommended)        | 1         | -         | -         |
| College English                           | -         | 4         | 4         |
| Religion                                  | 2         | 2         | 2         |
| Exercise Science                          | -         | -         | 1         |
| Computer Courses                          | 1         | 2         | 1         |
| Personal Law (recommended)                | 2         | -         | -         |
| Personal Money Management (recommended)   | -         | -         | 3         |
| General Education/Electives <sup>2</sup>  | <u>3</u>  | <u>4</u>  | <u>-</u>  |
|   | 16        | 16        | 16        |
| Second Year                               | A         | W         | S         |
| Principles of Economics—Macro             | 4         | -         | -         |
| Principles of Economics—Micro             | -         | 4         | -         |
| Accounting courses from list <sup>3</sup> | 3         | 3         | 3         |
| Introduction to Statistics                | 4         | -         | -         |
| Statistical Methods                       | -         | 3         | -         |
| Religion                                  | 2         | 2         | 2         |
| Exercise Science                          | -         | -         | 1         |
| General Education/Electives <sup>2</sup>  | <u>3</u>  | <u>4</u>  | <u>10</u> |
|   | 16        | 16        | 16        |
| Third Year                                | A         | W         | S         |
| Finance                                   | 5         | -         | -         |
| Marketing                                 | 4         | -         | -         |
| Management                                | -         | -         | 5         |
| Business Comm/Data Presentation           | -         | -         | 3         |
| Exercise Science                          | -         | -         | 1         |
| Third and/or Fourth Year                  | A         | W         | S         |
| Organizational Behavior                   | -         | 3         | -         |
| International Management                  | -         | -         | 3         |
| Production Management                     | 3         | -         | -         |
| Accounting Systems in Small Businesses    | -         | -         | 2         |
| Business Law I & II                       | 3         | 3         | -         |
| Business and Society                      | 3         | -         | -         |
| Accounting courses from list <sup>3</sup> | 3         | 3         | 3         |
| Management courses from list <sup>4</sup> | 3         | 6         | 3         |
| Major electives <sup>5</sup>              | -         | 4         | 4         |
| General Education/Electives <sup>2</sup>  | 4         | 14        | 4         |
| Fourth Year                               | A         | W         | S         |
| Seminar in Business                       | 1         | -         | -         |
| Strategic Management                      | -         | -         | 3         |
| Exercise Science                          | -         | -         | 1         |
|   | <u>32</u> | <u>32</u> | <u>32</u> |

1. Personal/Beginning Keyboarding required if typing speed is less than 40 wpm.
2. See "Summary of General Education" above.
3. Accounting courses: Select 9 hours from the following:  
Intermediate Accounting (3-3-3) Tax. for Corp./ Partnerships (4)  
Cost Accounting (3-3) Estate Plan/Gift/Trust Tax. (3)  
Taxation for Individuals (4)
4. Management courses: Select 12 hours from the following:  
Management Science (4) Human Resources Mgmt (3)  
System Development Life Cycle (4) Labor Law and Legislation (3)  
Mgmt. Info. Systems (3) Purch. and Invent. Control (3)
5. Major Electives: Select additional hours (minimum of 6 upper division) as needed from ACCT, BUAD, ECON, FIN, INFS, MKTG, or MGMT to total 104 hours in the major, (Core courses and emphasis).