

Pacific Union College

Associate Degree in Office Administration: General Emphasis—A.S.

OCCUPATIONAL INFORMATION

Following Graduation:

The graduate with this major may expect to find a wide variety of employment opportunities, for offices are everywhere. One of the advantages of this emphasis is that a student can design a program to fit specific needs.

Denominational Opportunities

All levels of denominational employment offer opportunities for office support personnel.

Job Outlook

The demand for qualified executive assistants surpasses the supply. The number needed is expected to rise as business continues to expand and as job turnover rates remain high.

Beginning and Potential Earnings

Annual salaries range from \$30,000 to \$40,000 depending upon the office, the area, and the qualifications of the office worker.

For More Information

International Association of Administrative Professionals
10502 NW Ambassador Drive
P.O. Box 20404
Kansas City, MO 64195-0404

Association of Records Managers & Administrators
International, Inc. (ARMA)
13725 W. 109th Street, Suite 101
Lenexa, KS 66215

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

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

Counseling & Career Development Center (PUC)

MAJOR REQUIREMENTS

Associate Degree in Office Administration: General

Emphasis—A.S.: A minimum of 90 quarter hours including the major, cognates, and general-education requirements. A total of 56 hours in the core and emphasis plus the cognate courses are required for this A.S. degree program.

Required Core Courses: (38 hours)

ACCT 114	Small Business Accounting	3
ACCT 121	Principles of Accounting I	3
ACCT 122	Principles of Accounting II	4
ACCT 123	Principles of Accounting III	3
ART 253	Publication Technology	3
BUAD 223	Personal Law	2
BUAD 279	Business Comm. & Data Presentation	3
ECON 261	Principles of Economics – Macro	4
ECON 265	Principles of Economics – Micro	4
ENGL 134	Review of English Syntax	1
INFS 144	PC Operating Systems	1
INFS 149	PC Databases	1
INFS 148	PC Spreadsheets	1
MATH 096	Intermediate Algebra	4
	<i>(or completion of High School Algebra II)</i>	
MGMT 160	Small Business Management	3
MGMT 261	Introduction to Management	3
MGMT 328	Management Information Systems	3
OFAD 116	Calculating Machines	1
OFAD 121	Intermediate Keyboarding	2
OFAD 201	Word Processing – Microsoft	2
OFAD 203	Word Processing – Word Perfect	2

*Select additional hours from OFAD, ACCT, BUAD, ECON, FIN, INFS, MKTG and MGMT to total at least 56 hours in the major.

Footnote:

*Courses used to fulfill requirements in the sections marked with an asterisk may not be used to fulfill requirements in another 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

1. ENGL 101 College English (4)
2. MATH 096 or equivalent
3. COMM 105 Speech Communication (3)
(or COMM 226 Public Speaking)

Revelation, Belief and Action (9)

Must include at least 4 hours of courses with RELB prefix.
(Only five hours are required of transfer students with 45 or more quarter hours from public colleges and/or universities.)

Health and Fitness

1. Health (2)
Select one of the following:
FDNT 235 Nutrition (3)
HLED 162 Fitness for Life (2)
HLED 166 Health Education (2)
HLED 169 Current Health Concerns (2)
2. Exercise Science (2)
Two different quarters of E.S. activity courses including one aerobics.

General Education Electives (12)

From at least two of the three areas listed below, choose courses which apply to the baccalaureate general education.

Area 1. Literature, Visual Art, Music

Area 2. Natural World/Sciences

Area 3. History, Philosophy, Social Sciences, Foreign Languages

ECON 261 Macroeconomics (4) partially fulfills this requirement. You must select a minimum of 4 additional hours from Area 1 or 2.

SAMPLE TWO-YEAR PROGRAM

This sample curriculum is designed to show you how a program may be constructed and to help you select a proper sequence of courses in the major. 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
Intermediate Keyboarding	-	2	-
Calculating Machines	-	1	-
Personal Law	-	-	2
Principles of Accounting I, II, III	3	4	3
Small Business Management	-	3	-
Word Processing- Microsoft	2	-	-
Word Processing- Word Perfect	-	2	-
College English	4	-	-
General Psychology	-	-	4
Intermediate Algebra	4	-	-
Religion	-	2	2
Exercise Science	-	1	-
Speech Communication	4	-	-
Major Electives*	<u>2</u>	<u>1</u>	<u>-</u>
	19	16	11

Second Year	A	W	S
Prin. of Economics - Macro	4	-	-
Principles of Economics- Micro	-	-	4
Intro to Management	-	-	3
Small Business Accounting	-	3	-
Review of English Syntax	-	1	-
Business Comm. & Data Presentation	-	-	3
PC Spreadsheets	1	-	-
PC Operating Systems	1	-	-
PC Databases	-	-	1
Publication Technology	-	3	-
Management Information Systems	-	3	-
Religion	2	3	-
Health	-	-	2
Exercise Science	1	-	-
Electives*	<u>5</u>	<u>3</u>	<u>2</u>
	14	16	15

*Major Electives: Select 18 hours from ACCT, BUAD, ECON, INFS, MGMT, MKTG or OFAD to total 56 hours in the major.

How to Construct Your Own Program

1. Counsel with your advisor.
2. Consider your aptitudes, interests, and available courses.
3. Schedule major courses and cognates first.
4. Fill the rest of your schedule with G.E. requirements.
5. For the freshman year include English, religion, and PE courses.

What the Degree Includes

- A total of 90 quarter hours including:
1. General Education requirements.
 2. Major requirements.
 3. Minimum 2.0 GPA in required courses.