

Major Course Requirements

A minimum of 53 hours

► **Required Core Courses (46 hours):**

ACCT 114	Small Business Accounting	3
ACCT 121	Financial Accounting I	3
ACCT 122	Financial Accounting II	4
ACCT 123	Managerial Accounting	3
ARTD 253	Publication Technology	3
BUAD 223	Personal Law	2
BUAD 279	Business Comm/Data Presentation	3
ECON 261	Macroeconomics	4
ECON 265	Microeconomics	4
ENGL 134	Review of English Syntax	1
INFS 144	PC Operating Systems	1
INFS 148	PC Spreadsheets	1
INFS 149	PC Databases	1
MATH 096	Basic Algebra (or equivalent)	0
MGMT 160	Small Business Management	3
MGMT 261	Introduction to Management	3
MGMT 328	Management Information Systems	3
OFAD 121	Intermediate Keyboarding	2
OFAD 201	PC Word Processing	2

► **Required Core Electives (7 hours):**

Courses selected from ACCT, BUAD, ECON, FIN, INFS, MGMT, MKTG, and OFAD to total at least 53 hours in the major.

Student Learning Outcomes

Students can:

- Function well in office settings as an executive assistant or secretary using today's technology.
- Utilize various office software (word processing, database and spreadsheets) for management correspondence and decision-making.

Occupational Information

What can I do with this major?

The graduate with this major may expect to find a wide variety of employment opportunities.

Additional Education Required?

Graduates from this program who wish to continue their education may complete a bachelor's degree and go on to various graduate programs, depending on interest.

Job Outlook

The demand for qualified executive assistants continues to surpass the supply. Ten-year projections predict that the demand will increase by 10%, along with assistant salaries. Typical salaries range from \$27,000 to \$35,000, but can be higher based on experience and office location.

General Education Requirements

To view general education requirements for this major, please refer to page A-07, Summary of General Education Requirements: A.S. degree.

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. Also include Basic Algebra I+II unless waived by previous work.

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.

For More Information

Business Administration and Economics Department
 Pacific Union College
 One Angwin Avenue
 Angwin, CA 94508 (707) 965-6238
www.puc.edu/business-administration-economics

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

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	F	W	S
Intermediate Keyboarding	-	2	-
Personal Law	-	-	2
Accounting Principles	3	4	3
Small Business Management	-	3	-
PC Word Processing	-	-	2
College English	4	-	-
Religion	-	3	-
Exercise Science	-	-	1
General Education/Electives	8	3	7
	15	15	15

Second Year	F	W	S
Small Business Accounting	-	-	3
Macroeconomics	4	-	-
Microeconomics	-	4	-
Business Comm/Data Presentation	-	-	3
Intro to Management	-	-	3
Business Technology	1	1	1
Management Information Systems	-	3	-
Speech Communication	3	-	-
Religion	3	-	3
Exercise Science	1	-	-
General Education/Electives	3	7	2
	15	15	15