BUSINESS ADMINISTRATION, A.S. (ALTOONA)

Begin Campus: Altoona
End Campus: Altoona

Program Description
The associate degree program in Business Administration provides an introductory foundation to core aspects of the business environment that prepares graduates for future baccalaureate study in business or for direct entry into the work place. The primary objective of this major is to provide a business-oriented program with sufficient communicative and mathematical skills, socially relevant course work, and specific business specialties to develop a well-rounded and knowledgeable graduate.

Students should work closely with academic advisers to schedule coursework required to transition to baccalaureate business programs.

What is Business Administration?
To be successful in today’s increasingly complex business world, you need to have a broad understanding of how business works. The Penn State Associate degree in Business Administration prepares students for a professional career in today’s business environment. The degree offers students a managerially-oriented program emphasizing communication and mathematical skills, socially relevant course work, and advanced courses in business. While Penn State’s Associate in Science in Business Administration is an excellent stand-alone credential, it can be used to seamlessly transition to a bachelor’s degree such as the Bachelor of Science in Business or other business-related programs at the University.

You Might Like This Program If...
- You want to learn to use the latest technical business tools to perform your job duties effectively.
- You analyze and react to issues facing companies today.
- You collect and analyze data to make inferences and solve business problems.
- You need to execute effective communication strategies.

Entrance to Major
Students must have a minimum 2.0 GPA to change to this Associate degree after admission to the University.

Degree Requirements
For the Associate in Science degree in Business Administration, a minimum of 60 credits is required:

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Education</td>
<td>21</td>
</tr>
<tr>
<td>Requirements for the Major</td>
<td>48-50</td>
</tr>
</tbody>
</table>

General Education
Connecting career and curiosity, the General Education curriculum provides the opportunity for students to acquire transferable skills necessary to be successful in the future and to thrive while living in interconnected contexts. General Education aids students in developing intellectual curiosity, a strengthened ability to think, and a deeper sense of aesthetic appreciation. These are requirements for all baccalaureate students and are often partially incorporated into the requirements of a program. For additional information, see the General Education Requirements (http://bulletins.psu.edu/undergraduate/general-education/associate-degree-general-education-program) section of the Bulletin and consult your academic adviser.

Foundations (grade of C or better is required.)
- Quantification (GQ): 3 credits
- Writing and Speaking (GWS): 3 credits

Knowledge Domains
- Arts (GA): 3 credits
- Humanities (GH): 3 credits
- Social and Behavioral Sciences (GS): 3 credits
- Natural Sciences (GN): 3 credits

Foundations or Knowledge Domains
- A General Education course selected from GWS, GQ, GN, GA, GH, or GS, and may include Integrative Studies (Inter-domain or Linked) courses: 3 credits

The keystone symbol appears next to the title of any course that is designated as a General Education course. Program requirements may also satisfy General Education requirements and vary for each program.

9 credits of these 21 credits are included in the Requirements for the Major.

University Degree Requirements

Cultures Requirement
3 credits of United States (US) or International (IL) cultures coursework are required and may satisfy other requirements.

Writing Across the Curriculum
3 credits required from the college of graduation and likely prescribed as part of major requirements.

Total Minimum Credits
A minimum of 60 degree credits must be earned for a associates degree. The requirements for some programs may exceed 60 credits. Students should consult with their college or department adviser for information on specific credit requirements.

Quality of Work
Candidates must complete the degree requirements for their major and earn at least a 2.00 grade-point average for all courses completed within their degree program.

Limitations on Source and Time for Credit Acquisition
Credit used toward degree programs may need to be earned from a particular source or within time constraints (see Senate Policy 83-80 (http://senate.psu.edu/policies-and-rules-for-undergraduate-students/82-00-and-83-00-degree-requirements/#83-80)). For more information, check the Suggested Academic Plan for your intended program.

Requirements for the Major
This includes 3 credits of GQ General Education courses and 6 credits of GWS General Education courses.

To graduate, a student enrolled in the major must earn a grade of C or better in each course designated by the major as a C-required course, as specified by Senate Policy 82-44 (http://senate.psu.edu/policies-and-
### Prescribed Courses

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAS 100</td>
<td>Effective Speech</td>
<td>3</td>
</tr>
<tr>
<td>ACCTG 211</td>
<td>Financial and Managerial Accounting for Decision Making</td>
<td>4</td>
</tr>
<tr>
<td>MIS 204</td>
<td>Introduction to Business Information Systems</td>
<td>3</td>
</tr>
</tbody>
</table>

**Prescribed Courses: Require a grade of C or better**

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 202D</td>
<td>Effective Writing: Business Writing</td>
<td>3</td>
</tr>
</tbody>
</table>

### Additional Courses

Select one of the following: 3-4

- MATH 21 College Algebra I
- MATH 22 College Algebra II and Analytic Geometry
- MATH 110 Techniques of Calculus I
- BA 241 Legal Environment of Business
- & BA 242 Social and Ethical Environment of Business
- or BA 243 Social, Legal, and Ethical Environment of Business
- ECON 102 Introductory Microeconomic Analysis and Policy
- or ECON 104 Introductory Macroeconomic Analysis and Policy
- SCM 200 Introduction to Statistics for Business
- or STAT 200 Elementary Statistics

**Additional Courses: Require a grade of C or better**

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ENGL 15</td>
<td>Rhetoric and Composition</td>
<td>3</td>
</tr>
<tr>
<td>or ENGL 30</td>
<td>Honors Freshman Composition</td>
<td></td>
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<tr>
<td>MGMT 301</td>
<td>Basic Management Concepts</td>
<td>3</td>
</tr>
<tr>
<td>or MGMT 301WBasic Management Concepts</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MKTG 301</td>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>or MKTG 301W Principles of Marketing</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Supporting Courses and Related Areas

Select 12-13 credits of the following: 12-13

- BA 100 Introduction to Business
- BA 250 Small Business Management
- BA 364 International Business and Society
- CAS 250 Small Group Communication
- & CAS 252 Business and Professional Communication
- CAS 352 Organizational Communication
- IB 303 International Business Operations
- MATH 22 College Algebra II and Analytic Geometry
- MATH 110 Techniques of Calculus I
- ACCTG 300 to ACCTG 399 (3 credits)
- ECON 100 to ECON 399 (3 credits)
- ENTR 100 to ENTR 399 (3 credits)
- FIN 100 to FIN 399 (3 credits)
- HPA 100 to HPA 399 (3 credits)
- LER 100 to LER 399 (3 credits)
- MGMT 100 to MGMT 399 (3 credits)
- MKTG 100 to MKTG 399 (3 credits)
- MIS 100 to MIS 399 (3 credits)
- RM 100 to RM 399 (3 credits)
- SCM 200 to SCM 399 (3 credits)
- ACCTG 300 to ACCTG 399 (3 credits)
- ECON 100 to ECON 399 (3 credits)
- ENTR 100 to ENTR 399 (3 credits)
- FIN 100 to FIN 399 (3 credits)
- HPA 100 to HPA 399 (3 credits)
- LER 100 to LER 399 (3 credits)
- MGMT 100 to MGMT 399 (3 credits)
- MKTG 100 to MKTG 399 (3 credits)
- MIS 100 to MIS 399 (3 credits)
- RM 100 to RM 399 (3 credits)
- SCM 200 to SCM 399 (3 credits)

### Academic Advising

The objectives of the university's academic advising program are to help advisees identify and achieve their academic goals, to promote their intellectual discovery, and to encourage students to take advantage of both in-and out-of class educational opportunities in order that they become self-directed learners and decision makers.

Both advisers and advisees share responsibility for making the advising relationship succeed. By encouraging their advisees to become engaged in their education, to meet their educational goals, and to develop the habit of learning, advisers assume a significant educational role. The advisee's unit of enrollment will provide each advisee with a primary academic adviser, the information need to plan the chosen program of study, and referrals to other specialized resources.

READ SENATE POLICY 32-00: ADVISING POLICY (http://senate.psu.edu/policies-and-rules-for-undergraduate-students/32-00-advising-policy)

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Suggested Academic Plan
Altoona Campus
Placed into MATH 4 and/or ENGL 4
The course series listed below provides only one of the many possible ways to move through this curriculum. The University may make changes in policies, procedures, educational offerings, and requirements at any time. This plan should be used in conjunction with your degree audit (accessible in LionPATH as either an Academic Requirements or What If report). Please consult with a Penn State academic adviser on a regular basis to develop and refine an academic plan that is appropriate for you.

<table>
<thead>
<tr>
<th>Year</th>
<th>Fall</th>
<th>Credits</th>
<th>Spring</th>
<th>Credits</th>
<th>Summer</th>
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<tr>
<td></td>
<td>MATH 4</td>
<td>3</td>
<td>ACCTG 211</td>
<td>3</td>
<td>ECON 102</td>
<td>4</td>
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<td></td>
<td></td>
<td></td>
<td>or 104</td>
<td></td>
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<tr>
<td></td>
<td>ENGL 4*</td>
<td>3</td>
<td>ENGL 15†</td>
<td>3</td>
<td>MIS 204</td>
<td>3</td>
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<td>MATH 21</td>
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<tr>
<td></td>
<td>LER 100</td>
<td>3</td>
<td>BA 242*</td>
<td>2</td>
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<tr>
<td></td>
<td>General</td>
<td>3</td>
<td>General</td>
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<td></td>
<td>15</td>
<td>15</td>
<td>6</td>
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Second Year

<table>
<thead>
<tr>
<th>Year</th>
<th>Fall</th>
<th>Credits</th>
<th>Spring</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>SCM 200</td>
<td>4</td>
<td>MGMT 301*</td>
<td>3</td>
</tr>
</tbody>
</table>

*Course can be taken in any order.
†Course can be taken in the spring of the first year.

Scholarships and grants are available on a competitive basis to qualified students. To be considered, you must apply and complete the required application procedures. Visit the World Campus website for more information.

Degree Completion: Sixty credits are required for the Business Administration, A.S., awarded on the basis of successful completion of specified courses. The required courses are listed below. Some courses may be available on a pass-fail option, but at least one-half of the credits must be earned with a grade of C- or better. The 60 credits must include 15 credits of general education coursework, 30 credits of business coursework, and 15 credits of free electives. Successful completion of these requirements and other University or College policies and procedures leads to the award of the Associate in Science degree. Refer to the Undergraduate Catalog for further information.
The course series listed below provides only one of the many possible ways to move through this curriculum. The University may make changes in policies, procedures, educational offerings, and requirements at any time. This plan should be used in conjunction with your degree audit (accessible in LionPATH as either an Academic Requirements or What If report). Please consult with a Penn State academic adviser on a regular basis to develop and refine an academic plan that is appropriate for you.

### Business Administration, A.S. (Altoona)

<table>
<thead>
<tr>
<th>First Year</th>
<th>Credits</th>
<th>Spring</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>MATH 21</td>
<td>3</td>
<td>ACCTG 211</td>
<td>4</td>
</tr>
<tr>
<td>ENGL 15, 30, or ESL 15</td>
<td>3</td>
<td>ECON 102 or 104</td>
<td>3</td>
</tr>
<tr>
<td>MIS 204</td>
<td>3</td>
<td>BA 242†</td>
<td>2</td>
</tr>
<tr>
<td>LER 100</td>
<td>3</td>
<td>LER 100</td>
<td>3</td>
</tr>
<tr>
<td>General Education Course</td>
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<td>3</td>
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<td><strong>Total</strong></td>
<td><strong>15</strong></td>
<td></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

* Course requires a grade of C or better for the major
† Course requires a grade of C or better for General Education
‡ Course requires a grade of C or better for General Education
# Course is an Entrance to Major requirement
† Course satisfies General Education and degree requirement

### University Requirements and General Education Notes:

US and IL are abbreviations used to designate courses that satisfy University Requirements (United States and International Cultures).

W, M, X, and Y are the suffixes at the end of a course number used to designate courses that satisfy University Writing Across the Curriculum requirement.

GWS, GQ, GN, GA, GH, and GS are abbreviations used to identify General Education program courses. General Education includes Foundations (GWS and GQ) and Knowledge Domains (GN, GA, GH, and GS). Foundations courses (GWS and GQ) require a grade of ‘C’ or better.

Integrative Studies courses can be completed for the General Education program. N is the suffix at the end of a course number used to designate an Inter-Domain course and Z is the suffix at the end of a course number used to designate a Linked course.

### Placed Higher than MATH 4 and/or ENGL 4

The course series listed below provides only one of the many possible ways to move through this curriculum. The University may make changes in policies, procedures, educational offerings, and requirements at any time. This plan should be used in conjunction with your degree audit (accessible in LionPATH as either an Academic Requirements or What If report). Please consult with a Penn State academic adviser on a regular basis to develop and refine an academic plan that is appropriate for you.

<table>
<thead>
<tr>
<th>Second Year</th>
<th>Credits</th>
<th>Spring</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCM 200 or STAT 200</td>
<td>4</td>
<td>MGMT 301*</td>
<td>3</td>
</tr>
<tr>
<td>BA 241†</td>
<td>2</td>
<td>MKTG 301W</td>
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</tr>
<tr>
<td>CAS 100‡</td>
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<td>ENGL 202D</td>
<td>3</td>
</tr>
<tr>
<td>Business Supporting Course</td>
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<td>Business Supporting Course</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>15</strong></td>
<td></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

* Course requires a grade of C or better for the major
† Course requires a grade of C or better for General Education
‡ Course requires a grade of C or better for General Education

### University Requirements and General Education Notes:

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Integrative Studies courses can be completed for the General Education program. N is the suffix at the end of a course number used to designate an Inter-Domain course and Z is the suffix at the end of a course number used to designate a Linked course.

### Career Paths

Business impacts our society in many ways. Every business, from small companies to large corporations, provides employment opportunities. The associate in business degree can help prepare you for a wide variety of entry-level careers in this sector or for continued study in business. You will have the opportunity to participate in an elective business internship as part of your curriculum. Internships provide valuable experience before graduation and an important first step toward starting your career.

### Careers

Because the Associate in Science in Business Administration can give you a foundation of business concepts and best practices relevant to any industry, as a graduate of the program you can prepare for positions in accounting departments, management trainee opportunities, retail, insurance industry, industrial management opportunities, office manager, or business service manager. Some examples of jobs include:

- Accounting Specialist
- Accounts Examiner
- Appraisers and assessors of real estate
- Assistant Marketing Director
- Assistant Store Manager
- Billing Clerk
- Business services manager
- Computing business coordinator
- Compliance officers
- Insurance sales agent
- Industrial Salesperson
- Management Trainee
- Office Manager
Business Administration, A.S. (Altoona)

- Payroll Assistant
- Sales Coordinator

MORE INFORMATION (https://www.bls.gov/careeroutlook/2002/winter/art01.pdf)

Opportunities for Graduate Studies
Upon completion of the associate degree in business, you may also choose to proceed seamlessly to the bachelor of science in business or selected other business-related majors at Penn State.

Contact
Altoona
DIVISION OF BUSINESS, ENGINEERING, AND INFORMATION SCIENCES AND TECHNOLOGY
Penn Building 223, 3000 Ivyside Park
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http://altoona.psu.edu/academics/bachelors-degrees/business/request-information

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http://greaterallegheny.psu.edu/business-administration

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