

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:

Requirement	Credits
General Education	21
Requirements for the Major	48-50

9 of the 21 credits for General Education are included in the Requirements for the Major. This includes: 3 credits of GQ General Education courses and 6 credits of GWS General Education courses.

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.

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 an 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

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->

rules-for-undergraduate-students/82-00-and-83-00-degree-requirements/#82-44).

Code	Title	Credits
Prescribed Courses		
ACCTG 211	Financial and Managerial Accounting for Decision Making	4
CAS 100	Effective Speech	3
MIS 204	Introduction to Management Information Systems	3
<i>Prescribed Courses: Require a grade of C or better</i>		
ENGL 202D	Effective Writing: Business Writing	3
Additional Courses		
BA 241 & BA 242 or BA 243	Legal Environment of Business and Social and Ethical Environment of Business Social, Legal, and Ethical Environment of Business	4
ECON 102 or ECON 104	Introductory Microeconomic Analysis and Policy Introductory Macroeconomic Analysis and Policy	3
SCM 200 or STAT 200	Introduction to Statistics for Business Elementary Statistics	4
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	
<i>Additional Courses: Require a grade of C or better</i>		
ENGL 15 or ENGL 30H	Rhetoric and Composition Honors Rhetoric and Composition	3
MGMT 301 or MGMT 301W	Basic Management Concepts Basic Management Concepts	3
MKTG 301 or MKTG 301W	Principles of Marketing Principles of Marketing	3
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 364Y	International Business and Society	
CAS 250 or CAS 252	Small Group Communication 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		
ECON 100 to ECON 399		
ENTR 100 to ENTR 399		
FIN 100 to FIN 399		
HPA 100 to HPA 399		
LER 100 to LER 399		
MGMT 100 to MGMT 399		
MKTG 100 to MKTG 399		
MIS 100 to MIS 399		
RM 100 to RM 399		
SCM 200 to SCM 399		

Program Learning Objectives

- **Communication:** Demonstrate the necessary skills and abilities to effectively communicate.
- **Ethics:** Demonstrate an awareness of ethical issues, social responsibilities and conflict resolution.
- **Fundamental Concepts:** Explain fundamental business concepts, principles and contemporary business practices.
- **Problem-Solving:** Recognize and solve business problems using quantitative and qualitative measures
- **Technology Tools:** Apply contemporary tools of information technology to include business software applications.

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 needed to plan the chosen program of study, and referrals to other specialized resources.

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

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Suggested Academic Plan

The suggested academic plan(s) listed on this page are the plan(s) that are in effect during the 2021-22 academic year. To access previous years' suggested academic plans, please visit the archive (<https://bulletins.psu.edu/undergraduate/archive/>) to view the appropriate Undergraduate Bulletin edition (*Note: the archive only contain suggested academic plans beginning with the 2018-19 edition of the Undergraduate Bulletin*).

Placed into MATH 4 and/or ENGL 4: Business Administration, A.S. at Altoona Campus

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.

First Year

Fall	Credits Spring	Credits Summer	Credits
MATH 4	3 ACCTG 211	4 ECON 102 or 104	3
ENGL 4*	3 ENGL 15 [‡]	3 MIS 204	3
MIS 204	3 MATH 21	3	
PSU 3	1 BA 242*	2	
Business Supporting Course	3 General Education Course	3	
General Education Course	3		
	16	15	6

Second Year

Fall	Credits Spring	Credits
SCM 200	4 MGMT 301*	3
BA 241*	2 MKTG 301W*	3
CAS 100 [‡]	3 ENGL 202D*	3
Business Supporting Course	3 Business Supporting Course	3
General Education Course	3 General Education Course	3
	15	15

Total Credits 67

- * Course requires a grade of C or better for the major
- ‡ 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.

Placed Higher than MATH 4 and/or ENGL 4: Business Administration, A.S. at Altoona Campus

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.

First Year

Fall	Credits	Spring	Credits
MATH 21	3	ACCTG 211	4
ENGL 15, 30H, or ESL 15 [‡]	3	ECON 102 or 104	3
MIS 204	3	BA 242 [*]	2
PSU 3	1	Business Supporting Course	3
Business Supporting Course	3	General Education Course	3
General Education Course	3		
	16		15

Second Year

Fall	Credits	Spring	Credits
SCM 200 or STAT 200	4	MGMT 301 [*]	3
BA 241 [*]	2	MKTG 301W [*]	3
CAS 100 [‡]	3	ENGL 202D [*]	3
Business Supporting Course	3	Business Supporting Course	3
General Education Course	3	General Education Course	3
	15		15

Total Credits 61

- * Course requires a grade of C or better for the major
- ‡ 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

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Career Paths

Business impacts our society in many ways. Every business, from small companies to large corporations provide employment options. 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
- Payroll Assistant
- Sales Coordinator

MORE INFORMATION ABOUT POTENTIAL CAREER OPTIONS FOR GRADUATES OF THE BUSINESS ADMINISTRATION PROGRAM (<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.

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