BUSINESS ADMINISTRATION, A.S. (BERKS)

Begin Campus: Berks

End Campus: Berks

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-
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)

Berks

Sudip Ghosh
Program Coordinator, Associate Professor
Gaige 324
Reading, PA 19610
610-396-6346
sxg38@psu.edu

Abington

Feng Zhang
Program Chair
1600 Woodland Road
Abington, PA 19001
Abington (AB) 215-881-7829
fzz34@psu.edu

Altoona

Deborah K. Hommer
Assistant Teaching Professor, Business Administration
Penn Building 223, 3000 Ivyside Park
Altoona, PA 16601
814-949-5265
dxh41@psu.edu

Brandywine

Francis Green
Lecturer in Business
25 Yearsley Mill Road
Media, PA 19063
610-892-1488
fog1@psu.edu

DuBois

Laurie Breakey
Assistant Teaching Professor
171 Smeal Building
DuBois, PA 15801
814-375-4800
lhp5@psu.edu

Fayette

William Gardner
Assistant Teaching Professor
2201 University Drive
Lemont Furnace, PA 15456
724-430-4245
wsg3@psu.edu

Greater Allegheny
Advising Office
Academic Affairs
101 Frable Building
4000 University Drive
McKeesport, PA 15132
412-675-9140
GA-Academics@lists.psu.edu

Harrisburg
Jane Kochanov, M.B.A.
Program Coordinator
Olmsted Building, E355
Middletown, PA 17057
717-948-6139
jxs121@psu.edu (jxs121@psu.edu)u (jxs121@psu.edu)

Hazleton
Paul McDermott
Lecturer in Business
301 A Schiavo Hall
Hazleton, PA 18202
570-450-3533
pam53@psu.edu

Mont Alto
Michael Labalokie
Lecturer, Accounting and Finance
205 General Studies Building
Mont Alto, PA 17237
717-749-6229
mxl16@psu.edu

New Kensington
Frank Santimauro
Lecturer
3550 Seventh Street Rd.
New Kensington, PA 15068
724-334-6743
fas11@psu.edu

Schuylkill
Steven Andelin
Business Program Coordinator
A-113 200 University Drive
Schuylkill Haven, PA 17972
570-385-6080
sla7@psu.edu

Scranton
James Wilkerson
Assistant Professor
117 Business Building
Dunmore, PA 18512
570-963-2264
jmw831@psu.edu

Shenango
Lisa Bertin
Assistant Teaching Professor
147 Shenango Avenue
318 Sharon Hall
Sharon, PA 16146
724-983-2908
lrb19@psu.edu

Wilkes-Barre
John Weber
Assistant Teaching Professor, Business and Economics
P.O. Box PSU
Lehman, PA 18627
570-675-9164
jpw10@psu.edu

World Campus
Undergraduate Academic Advising
301 Outreach Building
University Park, PA 16802
814-863-3283
advising@outreach.psu.edu

York
Ali Kara
Professor of Business Administration
206 Grumbacher Building (GISTC)
York, PA 17403
717-771-4189
axk19@psu.edu

Suggested Academic Plan

General Business Option at Berks 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

<table>
<thead>
<tr>
<th>Fall</th>
<th>Credits</th>
<th>Spring</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 15 or 30†</td>
<td>3</td>
<td>ECON 102 or 104</td>
<td>3</td>
</tr>
<tr>
<td>MATH 21†</td>
<td>3</td>
<td>ACCTG 211</td>
<td>4</td>
</tr>
<tr>
<td>CAS 100A or 100B†</td>
<td>3</td>
<td>Business Elective</td>
<td>3</td>
</tr>
<tr>
<td>General Education Course</td>
<td>3</td>
<td>General Education Course</td>
<td>3</td>
</tr>
<tr>
<td>General Education Course</td>
<td>3</td>
<td>First-Year Seminar</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>16</td>
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<td>13</td>
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Second Year

<table>
<thead>
<tr>
<th>Fall</th>
<th>Credits</th>
<th>Spring</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BA 243</td>
<td>4</td>
<td>ENGL 202D†</td>
<td>3</td>
</tr>
<tr>
<td>MIS 204</td>
<td>3</td>
<td>SCM 200 or STAT 200</td>
<td>4</td>
</tr>
<tr>
<td>Business Elective</td>
<td>3</td>
<td>MGMT 301†</td>
<td>3</td>
</tr>
</tbody>
</table>
### Business Administration, A.S. (Berks)

<table>
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</tr>
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<tbody>
<tr>
<td>Business Elective</td>
<td>MKTG 301*</td>
<td>3</td>
</tr>
<tr>
<td>General Education Course</td>
<td>Business Elective</td>
<td>3</td>
</tr>
</tbody>
</table>

**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

#### 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.

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1. Students must complete the Writing Across The Curriculum requirement through one (1) of the requirements listed above. Consult adviser for details.

2. Students interested in pursuing the B.S. in Business degree should follow those course recommendations. Consult adviser for details.

### Career Paths

Business impacts our society in many ways. Every business, from small companies to large corporations, provides 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

### 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

**Berks**  
EBC DIVISION  
Gaige Building  
Reading, PA 19610  
610-396-6346  
sxg38@psu.edu  
http://berks.psu.edu/associate-business-administration

**Abington**  
DIVISION OF SOCIAL SCIENCES  
1600 Woodland Road  
Abington, PA 19001  
215-881-7829  
fzz34@psu.edu  
http://abington.psu.edu/associate-bus-administration

**Altoona**  
DIVISION OF BUSINESS, ENGINEERING, AND INFORMATION SCIENCES AND TECHNOLOGY  
Penn Building 223, 3000 Ivyside Park  
Altoona, PA 16601  
814-949-5265  
dkh41@psu.edu  
http://altoona.psu.edu/academics/bachelors-degrees/business/request-information

**Brandywine**  
25 Yearsley Mill Road  
Media, PA 19063  
610-892-1488  
fog1@psu.edu  
http://brandywine.psu.edu/associate-degree-business-administration

**DuBois**  
171 Smeal Building  
DuBois, PA 15801  
814-375-4800  
lhp5@psu.edu  
http://dubois.psu.edu/academics/bachelors-degrees/business/degrees
http://dubois.psu.edu/faculty-business

**Fayette**
2201 University Drive
Lemont Furnace, PA 15456
724-430-4245
wsg3@psu.edu

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

**Greater Allegheny**
101 Frable Building
4000 University Drive
McKeesport, PA 15132
412-675-9140
GA-Academics@lists.psu.edu

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

**Harrisburg**
SCHOOL OF BUSINESS ADMINISTRATION
Olmsted Building, E355
Middletown, PA 17057
717-948-6139
cxs879@psu.edu

https://harrisburg.psu.edu/business-administration/mba-and-business-administration/associate-science-business-administration

**Hazleton**
301A Schiavo Hall
Hazleton, PA 18202
570-450-3533
pam53@psu.edu

http://hazleton.psu.edu/associate-science-business-administration

**Mont Alto**
205 General Studies Building
Mont Alto, PA 17237
717-749-6229
mxl16@psu.edu

http://montalto.psu.edu/directory/associate-business-program

**New Kensington**
3550 Seventh Street Rd.
New Kensington, PA 15068
724-334-6769
rum20@psu.edu

http://newkensington.psu.edu/2-year-business

**Schuylkill**
DEPARTMENT OF ACADEMIC AFFAIRS
A-113 200 University Drive
Schuylkill Haven, PA 17972
570-385-6080
sla7@psu.edu

http://www.schuylkill.psu.edu/2bus

**Scranton**
117 Business Building
Dunmore, PA 18512
570-963-2643
jmw831@psu.edu

http://worthingtonscranston.psu.edu/business

**Shenango**
147 Shenango Avenue
318 Sharon Hall
724-983-2908
lrb19@psu.edu

http://shenango.psu.edu/business-associate-degree

**Wilkes-Barre**
P.O. Box PSU
Lehman, PA 18627
570-675-9164
jpw10@psu.edu

**World Campus**
UNIVERSITY COLLEGE
111 Old Main
University Park, PA 16802
610-892-1443
vmg3@psu.edu

https://www.worldcampus.psu.edu/degrees-and-certificates/business-associates/overview

**York**
206 Grumbacher Building (GISTC)
York, PA 17403
717-771-4189
axk19@psu.edu

http://york.psu.edu/academics/associate/business-administration