

# 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:

| 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 associate 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 |
|---|--|---------|
| <b>Prescribed Courses</b>                                 |  |         |
| ACCTG 211   | Financial and Managerial Accounting for Decision Making  | 4       |
| CAS 100   | Effective Speech   | 3       |
| MIS 204   | Introduction to Business Information Systems   | 3       |
| <i>Prescribed Courses: Require a grade of C or better</i> |  |         |
| ENGL 202D   | Effective Writing: Business Writing  | 3       |
| <b>Additional Courses</b>                                 |  |         |
| BA 241 & BA 242 or BA 243                                 | Legal Environment of Business and Social and Ethical Environment of Business<br>Social, Legal, and Ethical Environment of Business | 4       |
| ECON 102 or ECON 104                                      | Introductory Microeconomic Analysis and Policy<br>Introductory Macroeconomic Analysis and Policy                                   | 3       |
| SCM 200 or STAT 200                                       | Introduction to Statistics for Business<br>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 30  | Rhetoric and Composition<br>Honors Freshman Composition  | 3       |
| MGMT 301 or MGMT 301W                                     | Basic Management Concepts<br>Basic Management Concepts   | 3       |
| MKTG 301 or MKTG 301W                                     | Principles of Marketing<br>Principles of Marketing   | 3       |
| <b>Supporting Courses and Related Areas</b>               |  |         |
| 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 or CAS 252  | Small Group Communication<br>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)                            |  |         |

## 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 (<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  
sxx38@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

### Diane Spradling

Lecturer in Business and Program Coordinator  
1 College Place  
DuBois, PA 15801  
814-375-4803  
dll150@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

**Sherry Robinson**  
Associate Professor of Business  
304 Pasco L. Schiavo Hall  
Hazleton, PA 18202  
570-450-3559  
skr12@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

**Gina Whalen**  
Program Coordinator, Business  
A-114 200 University Drive  
Schuylkill Haven, PA 17972  
570-385-6085  
gck101@psu.edu

## Scranton

**James Wilkerson**  
Assistant Teaching 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

**Theresa Clemente**  
Program Coordinator, Business  
P.O. Box 264  
Lehman, PA 18627  
570-675-9293  
tmc12@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

The suggested academic plan(s) listed on this page are the plan(s) that are in effect during the 2019-20 academic year. To access previous years' suggested academic plans, please visit the archive (<http://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*).

## 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                    |                            |         |
|-------------------------------|----------------------------|---------|
| Fall                          | Credits Spring             | Credits |
| ENGL 15 or 30 <sup>*†</sup>   | 3 ECON 102 or 104          | 3       |
| MATH 21 <sup>‡</sup>          | 3 ACCTG 211                | 4       |
| CAS 100A or 100B <sup>‡</sup> | 3 Business Elective        | 3       |
| General Education Course      | 3 General Education Course | 3       |
| General Education Course      | 3                          |         |

|                          |                          |                |
|--------------------------|--------------------------|----------------|
| First-Year Seminar       | 1                        |                |
|                          | 16                       | 13             |
| <b>Second Year</b>       |                          |                |
| <b>Fall</b>              | <b>Credits Spring</b>    | <b>Credits</b> |
| BA 243                   | 4 ENGL 202D <sup>‡</sup> | 3              |
| MIS 204                  | 3 SCM 200 or STAT 200    | 4              |
| Business Elective        | 3 MGMT 301 <sup>*</sup>  | 3              |
| Business Elective        | 3 MKTG 301 <sup>*</sup>  | 3              |
| General Education Course | 3 Business Elective      | 3              |
|                          | 16                       | 16             |

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

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

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

#### 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.

## 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.

## Contact

### Berks

EBC DIVISION  
Gaige Building  
Reading, PA 19610  
610-396-6346  
sxx38@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  
dxh41@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

1 College Place

DuBois, PA 15801  
814-375-4803  
dll150@psu.edu

<https://dubois.psu.edu/directory/business-administration-program>

## 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  
skr12@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

ACADEMIC AFFAIRS  
A-114 200 University Drive  
Schuylkill Haven, PA 17972  
570-385-6085

[gck101@psu.edu](mailto:gck101@psu.edu)

<https://schuylkill.psu.edu/academics/degrees/bacc-degrees/business>

## Scranton

117 Business Building  
Dunmore, PA 18512  
570-9632643  
jmw831@psu.edu

<http://worthingtonscranton.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 264  
Lehman, PA 18627  
570-675-9293  
tmc12@psu.edu

<http://wilkesbarre.psu.edu/academics/business>

## 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>