

# BUSINESS ADMINISTRATION, A.S. (CAPITAL)

Begin Campus: Harrisburg

End Campus: Harrisburg

## 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	48-52

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

## 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 (<https://senate.psu.edu/students/policies-and-rules-for-undergraduate-students/82-00-and-83-00-degree-requirements/>).

Code	Title	Credits
<b>Prescribed Courses</b>		
<i>Prescribed Courses: Require a grade of C or better</i>		
CAS 100	Effective Speech	3
ENGL 202D	Effective Writing: Business Writing	3
<b>Additional Courses</b>		
ACCTG 211	Financial and Managerial Accounting for Decision Making	4-6
or ACCTG 201 & ACCTG 202	Introduction to Financial Accounting and Introduction to Managerial Accounting	
BA 241 & BA 242	Legal Environment of Business and Social and Ethical Environment of Business	4
or BA 243	Social, Legal, and Ethical Environment of Business	
ECON 102	Introductory Microeconomic Analysis and Policy	3
or ECON 104	Introductory Macroeconomic Analysis and Policy	
MIS 204	Introduction to Management Information Systems	3
or MIS 250	Introduction to Problem Solving with Spreadsheet Analysis and Information Systems Management	
SCM 200	Introduction to Statistics for Business	4
or STAT 200	Elementary Statistics	
<i>Additional Courses: Require a grade of C or better</i>		
ENGL 15	Rhetoric and Composition	3
or ENGL 30H	Honors Rhetoric and Composition	
MGMT 301	Basic Management Concepts	3
or MGMT 301W	Basic Management Concepts	
MKTG 301	Principles of Marketing	3
or MKTG 301W	Principles of Marketing	
Select one of the following:		3-4
MATH 21	College Algebra with Analytic Geometry with Applications I	
MATH 22	College Algebra With Analytic Geometry and Applications II	
MATH 110	Techniques of Calculus I	
<b>Supporting Courses and Related Areas</b>		
Select 12-13 credits from the following:		12-13
BA 100	Introduction to Business	
BA 250	Small Business Management	
BA 364Y	International Business and Society	
CAS 252	Business and Professional Communication	
MATH 22	College Algebra With Analytic Geometry and Applications II	
MATH 110	Techniques of Calculus I	
ACCTG 300 to ACCTG 399		
BA 300 to BA 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		

MIS 100 to MIS 399

MKTG 100 to MKTG 399

RM 100 to RM 399

SCM 200 to SCM 399

## 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 associate degree students and are often partially incorporated into the requirements of a program. For additional information, see the General Education Requirements (<https://bulletins.psu.edu/undergraduate/general-education/associate-degree-general-education-program/>) section of the Bulletin and consult your academic adviser.

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.

### Foundations (grade of C or better is required and Inter-Domain courses do not meet this requirement.)

- **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

**Note:** Up to six credits of Inter-Domain courses may be used for any Knowledge Domain requirement, but when a course may be used to satisfy more than one requirement, the credits from the course can be counted only once.

### Exploration

- **Any General Education course (including GHW and Inter-Domain):** 3 credits

## 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 (<https://senate.psu.edu/students/policies-and-rules-for-undergraduate-students/82-00-and-83-00-degree-requirements/>)). For more information, check the Suggested Academic Plan for your intended program.

## 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/students/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 2025-26 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.

## Business Administration, A.S. at Harrisburg 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
ECON 102 or 104	3 MGMT 301 or 301W*	3
ENGL 15, 15S, 30T, or ESL 15 <sup>‡</sup>	3 CAS 100A or 100S <sup>‡</sup>	3
MATH 21, 22, or 110 <sup>††</sup>	3-4 MIS 204 or 250	3
General Education Course	3 General Education Course	3
General Education Course	3 Supporting Course	3
<b>15-16</b>		<b>15</b>

**Second Year**

Fall	Credits Spring	Credits
ACCTG 211	4 BA 242	2
BA 241	2 BA 364Y <sup>†</sup>	3
ENGL 202D* <sup>‡</sup>	3 General Education Course	3
MKTG 301 or 301W*	3 SCM 200 or STAT 200	4
Supporting Course	3 Supporting Course	3
<b>15</b>		<b>15</b>

**Total Credits 60-61**

\* 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 Cultural Diversity 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.

General Education includes Foundations (GWS and GQ) and Knowledge Domains (GHW, GN, GA, GH, GS) requirements. Foundations courses (GWS and GQ) require a grade of 'C' or better.

**ADVISING Notes**

- Courses required for the major must generally be taken within 10 years of entrance to the major.
- Students planning to re-enroll into a baccalaureate degree in Business should consider courses such as ECON 102/104 and MATH 110.
- Students are advised to schedule BA 364Y to satisfy the "W" and "United States Cultures (US)" or "International Cultures (IL)."

**Supporting courses**

- Select 12-13 credits from: BA100(3); BA 250(3); BA 364Y(3); CAS 250(3) or CAS 252(3); CAS 352(3); MATH 22 GQ(3); MATH 110 GQ(4); ACCTG 300 to 399 (3); ECON 100 to ECON 399(3); ENTR 100 to 399(3); FIN 100 to 399(3); HPA 100 to 399(3); IB 303IL(3); LER 100 to 399(3); MGMT 100 to 399(3); MKTG 100 to 399(3); MIS 100 to 399(3); RM 100 to 399(3); or SCM 200 to 399(3)

**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****Harrisburg**

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