BUSINESS ADMINISTRATION, A.S. (UNIVERSITY COLLEGE)

Begin Campus: Brandywine, DuBois, Fayette, Greater Allegheny, Hazleton, Lehigh Valley, Mont Alto, New Kensington, Shenango, Schuylkill, Wilkes-Barre, World Campus, Scranton, York

End Campus: Brandywine, DuBois, Fayette, Greater Allegheny, Hazleton, Lehigh Valley, Mont Alto, New Kensington, Shenango, Schuylkill, Wilkes-Barre, World Campus, Scranton, York

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>

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 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

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].

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

Prescribed Courses: Require a grade of C or better

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

Additional Courses

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BA 241</td>
<td>Legal Environment of Business</td>
<td>4</td>
</tr>
<tr>
<td>&amp; or BA 243</td>
<td>Social, Legal, and Ethical Environment of Business</td>
<td>3</td>
</tr>
<tr>
<td>ECON 102</td>
<td>Introductory Microeconomic Analysis and Policy</td>
<td>3</td>
</tr>
<tr>
<td>or ECON 104</td>
<td>Introductory Macroeconomic Analysis and Policy</td>
<td>3</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>SCM 200</td>
<td>Introduction to Statistics for Business</td>
<td>4</td>
</tr>
<tr>
<td>or STAT 200</td>
<td>Elementary Statistics</td>
<td>3</td>
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</table>

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

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>3</td>
</tr>
<tr>
<td>MGMT 301</td>
<td>Basic Management Concepts</td>
<td>3</td>
</tr>
<tr>
<td>or MGMT 301W Basic Management Concepts</td>
<td>3</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>3</td>
<td></td>
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</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
- CAS 250 Small Group Communication
- or 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
- 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

Program Learning Objectives

DuBois and Scranton Campuses

Upon graduation BSB students will be able to:

1. **Effective Communication**: Demonstrate the necessary skills and abilities to effectively communicate.
2. **Use Technology**: Apply contemporary tools of information technology to include business software applications.
3. **Leadership and Teamwork**: Apply leadership, team building, and project management skills.
4. **Global and Diverse Perspectives**: Compare, contrast and differentiate the business environment of both their local community and the globalized world economy.
5. **Ethical Awareness**: Demonstrate an awareness of ethical issues, social responsibilities and conflict resolution.
6. **Use Management Theory/Practice**: Utilize and apply fundamental business concepts, principles and contemporary business practices.
7. **Data Analysis and Problem Solving**: Recognize, analyze and solve business problems using quantitative and qualitative measures.

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]

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301 Outreach Building
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814-863-3283
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).

Brandywine 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.

<table>
<thead>
<tr>
<th>First Year</th>
<th>Fall</th>
<th>Credits</th>
<th>Spring</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>ENGL 15 or 30</td>
<td>15</td>
<td>3 CAS 100A</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>MATH 21</td>
<td>3</td>
<td>ECON 102 or 104</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>MIS 204</td>
<td>3</td>
<td>BA 243</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>General Education Course</td>
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<td>General Education Course</td>
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<tr>
<td>General Education Course</td>
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<td>Option Selection</td>
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</tr>
<tr>
<td>Total Credits</td>
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<td>16</td>
<td></td>
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<table>
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<tr>
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<th>Fall</th>
<th>Credits</th>
<th>Spring</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCTG 211</td>
<td>15</td>
<td>4 ENGL 2020</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>MGMT 301</td>
<td>3</td>
<td>STAT 200 or SCM 200</td>
<td>4</td>
<td></td>
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<td>MKTG 301</td>
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<td>Option Selection</td>
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<td>Total Credits</td>
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<td>13</td>
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</table>

* 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.

If a student’s plan is to move into the Bachelor of Science in Business degree program, a minimum of MATH 22 is required for entrance to major. If a student’s placement is MATH 21 or 22, courses can be used for Business Supporting Courses in the Associate of Science degree plan.

DuBois Campus

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<table>
<thead>
<tr>
<th>First Year</th>
<th>Fall</th>
<th>Credits</th>
<th>Spring</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ENGL 15 or 30</td>
<td>15</td>
<td>3 ECON 104 or 102 (GS)</td>
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<td>MIS 204</td>
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<td>BA 100S</td>
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<td>STAT 200</td>
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<td>General Education Course</td>
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<td>CAS 100A (GWS)</td>
<td>3</td>
<td></td>
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<tr>
<td>General Education Course</td>
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<td>MGMT 301W</td>
<td>3</td>
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<th>Fall</th>
<th>Credits</th>
<th>Spring</th>
<th>Credits</th>
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<tbody>
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<td>MKTG 301</td>
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<td>Business Elective</td>
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<td>ENGL 2020</td>
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<td>BA 241</td>
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<td>Business Elective</td>
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<td>General Education Course (GA)</td>
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<td>BA 242</td>
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<td>Total Credits</td>
<td>15</td>
<td>14</td>
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</table>

* 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
# See adviser for available Business elective courses.

University Requirements and General Education Notes:

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Fayette Campus

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### 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>3 BA 243</td>
<td>4</td>
</tr>
<tr>
<td>MIS 204</td>
<td>3</td>
<td>ECON 102 or 104</td>
<td>3</td>
</tr>
<tr>
<td>MATH 21</td>
<td>3</td>
<td>CAS 100†</td>
<td>3</td>
</tr>
<tr>
<td>General Education course</td>
<td>6</td>
<td>General Education course</td>
<td>3</td>
</tr>
<tr>
<td>Option Selection</td>
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<td></td>
</tr>
<tr>
<td></td>
<td>15</td>
<td></td>
<td>16</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>ACCTG 211</td>
<td>4</td>
<td>ENGL 202D†</td>
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<tr>
<td>MGMT 301*</td>
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<td>MKTG 301W†</td>
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<td>SCM 200 or STAT 200</td>
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<td>Option Selection</td>
<td>9</td>
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<td></td>
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<td>15</td>
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</table>

Total Credits 60

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Greater Allegheny Campus

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<thead>
<tr>
<th>Fall</th>
<th>Credits</th>
<th>Spring</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 15, 30, or ESL 15†</td>
<td>3</td>
<td>BA 241</td>
<td>2</td>
</tr>
<tr>
<td>MATH 21, 22, or 110†</td>
<td>3-4</td>
<td>BA 242</td>
<td>2</td>
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### Second Year

<table>
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<tr>
<th>Fall</th>
<th>Credits</th>
<th>Spring</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 21</td>
<td>3</td>
<td>CAS 100†</td>
<td>3</td>
</tr>
<tr>
<td>General Education course</td>
<td>6</td>
<td>General Education course</td>
<td>3</td>
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</table>

**University Requirements and General Education Notes:**

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Hazleton 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>
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1 Consultation with adviser is recommended to select the proper course placement
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Academic Requirements

Option Selection 3

15  16

Second Year

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Lehigh Valley Campus

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Advising Notes:

- Students must complete a 3-credit course in "United States Cultures (US)" and a 3-credit course in "International Cultures (IL)."
- As long as one Arts (GA), one Humanities (GH), one Natural Sciences (GS) and one Arts (GA) courses are taken across the four semesters, the particular order in which these courses are taken is not relevant. The course series listed above is only one of many possible ways to move through the 2BAUC_AS curriculum.
- Select 12-13 credits from: Supporting courses for the General Business Option: Supporting and Related Areas (12-13 credits) BA 100(3); BA 250(3); BA 364(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 303 IL(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) (Sem: 1-4)
- Successful completion of MATH 22 or higher (e.g. MATH 40, 41, 110, 140) is required for anyone seeking entrance to the Bachelor of Science in Business program (BSBUC_BS).
- Important note: A student’s career/graduate school plans should be considered in developing an individual academic plan. Be sure to consult an Academic Adviser in this department when scheduling courses.

University Requirements and General Education Notes:

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Shenango Campus

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New Kensington Campus

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### Schuylkill Campus

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**Program Notes:**
A minimum of 60 credits required for graduation.

**Advising Notes:**
Consult an adviser and your Degree Audit when selecting courses. The general option requires MGMT 301, MKTG 301W, and 12-13 credits in business from the following course list: BA 250, CAS 250 or 252, LER 100 or 136, ECON 102 or 104, MATH 22, MATH 110, MKTG 220 for a total of at least 18 credits.

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Total Credits 15

### Second Year

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<td>ENGL 202D¶</td>
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<td>MGMT 301*</td>
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Total Credits 14

### 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.

1 Consultation with adviser is recommended to select the proper course placement
2 If a student’s plan is to move into the Bachelor of Science in Business degree program, a minimum of MATH 22 is required for entrance to major. If a student’s placement is MATH 21 or 22, courses can be used for Business Supporting Courses in the Associate of Science degree plan.

### 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


### 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

#### 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

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**Mont Alto**
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**New Kensington**
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New Kensington, PA 15068
724-334-6769
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**Schuylkill**
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**Scranton**
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http://worthingtonscranton.psu.edu/business

**Shenango**
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**Wilkes-Barre**
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**Harrisburg**
SCHOOL OF BUSINESS ADMINISTRATION
Olmsted Building, E355
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717-948-6139
cxs879@psu.edu

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

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

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