

# 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:**

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.**

## 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/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 Management 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 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 With Analytic Geometry and Applications II	
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
<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 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 With Analytic Geometry and Applications II	
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

## 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.)

- **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 is used to satisfy more than one requirement, the credits from the course can be counted only once.

### Foundations or Knowledge Domains

- **Any General Education course:** 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/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.

## Program Learning Objectives

### DuBois, Greater Allegheny, and Hazleton Campuses

- **Business Applications:** Students will utilize and apply fundamental business concepts, principles and contemporary business practices.
- **Business Environment:** Students will compare, contrast and differentiate the business environment of both the local community and the globalized world economy.
- **Communication:** Students will demonstrate the necessary skills and abilities to effectively communicate.
- **Ethics:** Students will demonstrate an awareness of ethical issues, social responsibilities and conflict resolution.
- **IT Tools:** Students will apply contemporary tools of information technology to include business software applications.
- **Leadership, Team Building, and Project Management:** Students will apply leadership, team building, and project management skills.
- **Quantitative and Qualitative Measures:** Students will recognize, analyze and solve business problems using quantitative and qualitative measures.

### Brandywine, Lehigh Valley, New Kensington, Scranton, and York Campuses

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

### Mont Alto Campus

- **Communication Skills:** Demonstrate the necessary skills and abilities to effectively communicate
- **Technology Tools:** Apply contemporary tools of information technology to include business software applications.
- **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.

## Schuylkill Campus

- **Data Analysis and Problem Solving:** Recognize and solve business problems using quantitative and qualitative measures.
- **Effective Communication:** Demonstrate the necessary skills and abilities to communicate effectively.
- **Ethical Awareness:** Demonstrate an awareness of ethical issues, social responsibilities and conflict resolution.
- **Technology Usage:** Apply contemporary tools of information technology to include business software applications.
- **Use Management Theory/Practice:** Explain fundamental business concepts, principles and contemporary business practices.

## Shenango and Wilkes-Barre Campuses

- **Communication:** Demonstrate the necessary skills and abilities to effectively communicate.
- **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 2022-23 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 contains suggested academic plans beginning with the 2018-19 edition of the Undergraduate Bulletin*).

## Business Administration, A.S. at 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.

### First Year

Fall	Credits Spring	Credits
ENGL 15 or 30H <sup>†‡</sup>	3 CAS 100A <sup>†</sup>	3
MATH 21 <sup>†</sup>	3 ECON 102 or 104	3
MIS 204	3 BA 243	4
General Education Course	3 General Education Course	3
General Education Course	3 Option Selection	3
<b>15</b>		<b>16</b>

### Second Year

Fall	Credits Spring	Credits
ACCTG 211	4 ENGL 202D <sup>†‡</sup>	3
MGMT 301W <sup>*</sup>	3 STAT 200 or SCM 200	4
MKTG 301 <sup>*</sup>	3 Option Selection	3
General Education Course	3 Option Selection	3
Option Selection	3	
<b>16</b>		<b>13</b>

### Total Credits 60

\* 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.

<sup>1</sup> Consultation with adviser is recommended to select the proper course placement

<sup>2</sup> 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.

## Business Administration, A.S. at DuBois 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 30H	3 ECON 104 (GS) <sup>†</sup>	3
MATH 21	3 MIS 204	3
BA 100S	3 STAT 200	4
General Education Course (GH)	3 CAS 100A (GWS) <sup>‡</sup>	3
General Education Course (GS)	3 MGMT 301W	3
	<b>15</b>	<b>16</b>

### Second Year

Fall	Credits Spring	Credits
MKTG 301 <sup>*</sup>	3 ACCTG 211	4
Business Elective <sup>1</sup>	3 Business Elective	3
BA 241	2 ENGL 202D <sup>*‡</sup>	3
General Education Course (GN)	3 Business Elective <sup>1</sup>	3
General Education Course (GA)	3 BA 242	2
	<b>14</b>	<b>15</b>

### Total Credits 60

\* 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> See adviser for available Business elective courses.

### 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.

## Business Administration, A.S. at Fayette 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 30H <sup>‡</sup>	3 ACCTG 211	4
MIS 204	3 ECON 102 or 104	3
MATH 21	3 CAS 100 <sup>‡</sup>	3
General Education course	6 General Education course	3
	Option Selection	3
	<b>15</b>	<b>16</b>

### Second Year

Fall	Credits Spring	Credits
BA 243	4 ENGL 202D <sup>‡</sup>	3
MGMT 301 <sup>*</sup>	3 MKTG 301W <sup>*</sup>	3
SCM 200 or STAT 200 <sup>*</sup>	4 Option Selection	9
Option Selection	3	
	<b>14</b>	<b>15</b>

### Total Credits 60

\* 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.

## Business Administration, A.S. at Greater Allegheny 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, 30H, or ESL 15 <sup>‡†</sup>	3 BA 241	2
MATH 21, 22, or 110 <sup>†</sup>	3-4 BA 242	2
General Education Course	3 CAS 100, 100A, 100B, or 100C <sup>†</sup>	3
ECON 102 or 104	3 General Education Course	3
	ACCTG 211	4
	Business Supporting Course	3-4
	<b>12-13</b>	<b>17-18</b>

### Second Year

Fall	Credits Spring	Credits
STAT 200 <sup>‡†</sup>	4 ENGL 202D <sup>*</sup>	3
MKTG 301 <sup>*</sup>	3 General Education Course	3
Business Supporting Course	3-4 General Education Course	3
Business Supporting Course	3 Business Supporting Course	3
MGMT 301 <sup>*</sup>	3 MIS 204	3
	<b>16-17</b>	<b>15</b>

### Total Credits 60-63

\* 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.

<sup>1</sup> Consultation with adviser is recommended to select the proper course placement

<sup>2</sup> 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.



## Business Administration, A.S. at 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

Fall	Credits Spring	Credits
ENGL 15 or 30H <sup>‡</sup>	3 BA 243	4
MIS 204	3 ECON 102 or 104	3
MATH 21	3 CAS 100 <sup>‡</sup>	3
General Education course	6 General Education course	3
	Option Selection	3
	<b>15</b>	<b>16</b>

### Second Year

Fall	Credits Spring	Credits
ACCTG 211	4 ENGL 202D <sup>‡</sup>	3
MGMT 301 <sup>*</sup>	3 MKTG 301W (or Option Selection)	3
SCM 200 or STAT 200	4 Option Selection	9
General Education course	3	
	<b>14</b>	<b>15</b>

### Total Credits 60

\* 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.

<sup>1</sup> Consultation with adviser is recommended to select the proper course placement

<sup>2</sup> 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.

## Business Administration, A.S. at Lehigh Valley 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 30H <sup>‡</sup>	3 BA 243	4
MIS 204	3 ECON 102 or 104	3
MATH 21	3 CAS 100 <sup>‡</sup>	3
General Education course	6 General Education course	3
	Option Selection	3
	<b>15</b>	<b>16</b>

### Second Year

Fall	Credits Spring	Credits
ACCTG 211	4 ENGL 202D <sup>‡</sup>	3
MGMT 301 <sup>*</sup>	3 MKTG 301W (or Option Selection)	3
SCM 200 or STAT 200	4 Option Selection	9
General Education course	3	
	<b>14</b>	<b>15</b>

### Total Credits 60

\* 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.

## Business Administration, A.S. at Mont Alto 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 30H <sup>†</sup>	3 BA 243	4
MIS 204	3 ECON 102 or 104	3
MATH 21	3 CAS 100 <sup>†</sup>	3
General Education course	6 General Education course	3
	Option Selection	3
	<b>15</b>	<b>16</b>

### Second Year

Fall	Credits Spring	Credits
ACCTG 211	4 ENGL 202D <sup>†</sup>	3
MGMT 301 <sup>*</sup>	3 MKTG 301W (or Option Selection)	3
SCM 200 or STAT 200	4 Option Selection	9
General Education course	3	
	<b>14</b>	<b>15</b>

### Total Credits 60

<sup>1</sup> Consultation with adviser is recommended to select the proper course placement

<sup>2</sup> 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.

### 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 (GN) 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 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 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.

\* 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.

## Business Administration, A.S. at New Kensington 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 30H <sup>‡</sup>	3 BA 243	4
MIS 204	3 ECON 102 or 104	3
MATH 21	3 CAS 100 <sup>‡</sup>	3
General Education course	6 General Education course	3
	Option Selection	3
	<b>15</b>	<b>16</b>

### Second Year

Fall	Credits Spring	Credits
ACCTG 211	4 ENGL 202D <sup>‡</sup>	3
MGMT 301 <sup>*</sup>	3 MKTG 301W (or Option Selection)	3
SCM 200 or STAT 200	4 Option Selection	9
General Education course	3	
	<b>14</b>	<b>15</b>

**Total Credits 60**

\* 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.

## Business Administration, A.S. at Schuylkill 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 30H <sup>‡</sup>	3 CAS 100 <sup>‡</sup>	3
ECON 102 or 104	3 STAT 200	4
MATH 21	3 General Education Course (GA, GH, GN, GS)	3
General Education Course (GA, GH, GN, GS)	3 General Education course	3
General Education Course (GA, GH, GN, GS)	3 Option Selection	3
	<b>15</b>	<b>16</b>

### Second Year

Fall	Credits Spring	Credits
ACCTG 211	4 ENGL 202D <sup>‡</sup>	3
MGMT 301 <sup>*</sup>	3 MKTG 301W (or Option Selection)	3
MIS 204	3 Option Selection	3
SCM 200 or BA 243	4 Option Selection	3
	Option Selection	3
	<b>14</b>	<b>15</b>

### Total Credits 60

\* 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.

## Business Administration, A.S. at Scranton 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 30H <sup>‡</sup>	3 BA 243	4
MIS 204	3 ECON 102 or 104	3
MATH 21	3 CAS 100 <sup>‡</sup>	3
General Education course	6 General Education course	3
	Supporting Course/Related Area	3
	<b>15</b>	<b>16</b>

### Second Year

Fall	Credits Spring	Credits
ACCTG 211	4 ENGL 202D <sup>‡</sup>	3
MGMT 301 or 301W <sup>*</sup>	3 MKTG 301 or 301W <sup>*</sup>	3
SCM 200 or STAT 200	4 Supporting Course/Related Area	9
General Education Course	3	
General Education Course	3	
	<b>17</b>	<b>15</b>

### Total Credits 63

\* 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.

### 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.

## Business Administration, A.S. at Shenango 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 30H <sup>††</sup>	3 BA 243	4
MATH 21	3 ECON 102	3
ECON 104	3 CAS 100 <sup>††</sup>	3
General Education Ccourse	3 MATH 22	3
General Education Ccourse	3 MIS 204	3
	<b>15</b>	<b>16</b>

### Second Year

Fall	Credits Spring	Credits
ACCTG 211	4 ENGL 202D <sup>*</sup>	3
MGMT 301 <sup>*</sup>	3 Option Selection	3
MKTG 301W	3 Option Selection	3
SCM 200 or STAT 200	4 General Education Course	3
	General Education Course	3
	<b>14</b>	<b>15</b>

### Total Credits 60

\* 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.

### Program Notes

Students must complete a 3-credit course in "United States Cultures (US)" or a 3-credit course in "International Cultures (IL)"

## Business Administration, A.S. at Wilkes-Barre 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 BA 243	4
ENGL 15 <sup>‡</sup>	3 CAS 100 <sup>‡</sup>	3
MATH 21	3 MIS 204	3
General Education course	6 General Education course	3
	Option Selection	3
	<b>15</b>	<b>16</b>

### Second Year

Fall	Credits Spring	Credits
ACCTG 211	4 ENGL 202D <sup>‡</sup>	3
MGMT 301 <sup>*</sup>	3 STAT 200	4
MKTG 301W (or Option Selection)	3 Option Selection	9
General Education course	3	
	<b>13</b>	<b>16</b>

### Total Credits 60

\* 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.



## Business Administration, A.S. at York 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 30H <sup>‡</sup>	3 BA 243	4
MIS 204	3 ECON 102 or 104	3
MATH 21	3 CAS 100 <sup>‡</sup>	3
General Education course	6 General Education course	3
	Option Selection	3
	<b>15</b>	<b>16</b>

### Second Year

Fall	Credits Spring	Credits
ACCTG 211	4 ENGL 202D <sup>‡</sup>	3
MGMT 301 <sup>*</sup>	3 MKTG 301W (or Option Selection)	3
SCM 200 or STAT 200	4 Option Selection	9
General Education course	3	
	<b>14</b>	<b>15</b>

### Total Credits 60

\* 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.

## Business Administration, A.S. at World 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 30H <sup>‡</sup>	3 BA 243	4
MIS 204	3 ECON 102 or 104	3
MATH 21	3 CAS 100 <sup>‡</sup>	3
General Education course	6 General Education course	3
	Option Selection	3
	<b>15</b>	<b>16</b>

### Second Year

Fall	Credits Spring	Credits
ACCTG 211	4 ENGL 202D <sup>‡</sup>	3
MGMT 301 <sup>*</sup>	3 MKTG 301W <sup>*</sup>	3
SCM 200 or STAT 200 <sup>‡</sup>	4 Option Selection	9
General Education course	3	
	<b>14</b>	<b>15</b>

**Total Credits 60**

\* 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.

<sup>1</sup> Consultation with adviser is recommended to select the proper course placement

<sup>2</sup> 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

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

### Brandywine

Main, 207F  
25 Yearsley Mill Road  
Media, PA 19063  
cmo16@psu.edu

<https://www.brandywine.psu.edu/academics/associate-degrees/business-administration> (<https://www.brandywine.psu.edu/academics/associate-degrees/business-administration/>)

### DuBois

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

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

<https://greaterallegheny.psu.edu/academics/business-administration-associate> (<https://greaterallegheny.psu.edu/academics/business-administration-associate/>)

## Hazleton

301A Schiavo Hall  
Hazleton, PA 18202  
570-450-3533  
skr12@psu.edu

<http://hazleton.psu.edu/associate-science-business-administration> (<http://hazleton.psu.edu/associate-science-business-administration/>)

## Mont Alto

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

<https://montalto.psu.edu/academics/associate/associate-business-degree> (<https://montalto.psu.edu/academics/associate/associate-business-degree/>)

## New Kensington

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

<http://newkensington.psu.edu/2-year-business> (<http://newkensington.psu.edu/2-year-business/>)

## Schuylkill

ACADEMIC AFFAIRS  
200 University Drive  
Schuylkill Haven, PA 17972  
570-385-6080  
amb536@psu.edu

<https://schuylkill.psu.edu/academics/degrees/bacc-degrees/business> (<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> (<http://worthingtonscranton.psu.edu/business/>)

## Shenango

147 Shenango Avenue  
309C Sharon Hall  
Sharon, PA 16146  
724-983-2942  
gxm32@psu.edu

<https://shenango.psu.edu/academics/degrees/2-year-business-administration> (<https://shenango.psu.edu/academics/degrees/2-year-business-administration/>)

## Wilkes-Barre

44 University Drive  
Dallas, PA 18612  
570-675-9293  
tmc12@psu.edu

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

## York

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

<http://york.psu.edu/academics/associate/business-administration> (<http://york.psu.edu/academics/associate/business-administration/>)

## Abington

DIVISION OF SOCIAL SCIENCES  
1600 Woodland Road  
Abington, PA 19001  
215-881-7829  
fzz34@psu.edu

<https://www.abington.psu.edu/associate-business-administration> (<https://www.abington.psu.edu/associate-business-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> (<http://altoona.psu.edu/academics/bachelors-degrees/business/request-information/>)

## Berks

EBC DIVISION  
Gaige Building  
Reading, PA 19610  
610-396-6346  
BKBusiness@psu.edu

<http://berks.psu.edu/associate-business-administration> (<http://berks.psu.edu/associate-business-administration/>)

## **Harrisburg**

SCHOOL OF BUSINESS ADMINISTRATION

Olmsted Building, E355

Middletown, PA 17057

717-948-6139

[cxs879@psu.edu](mailto:cxs879@psu.edu)

<https://harrisburg.psu.edu/business-administration/mba-and-business-administration/associate-science-business-administration> (<https://harrisburg.psu.edu/business-administration/mba-and-business-administration/associate-science-business-administration/>)

## **World Campus**

UNIVERSITY COLLEGE

111 Old Main

University Park, PA 16802

570-385-6085

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

<https://www.worldcampus.psu.edu/degrees-and-certificates/business-associates/overview> (<https://www.worldcampus.psu.edu/degrees-and-certificates/business-associates/overview/>)