

The Pennsylvania State University

PSU Altoona – Division of Business & Engineering

Associate of Science in Business Administration (60 Credits)

Professional Studies Option (2BAAL-PROFS)

2 Year Full-time Academic Plan for Continuing Education @ University Park

Associate of Science in Business Administration: The associate degree program in Business Administration provides a foundation in business that, through two options, prepares graduates for either entrance to the Bachelor of Science in Business (BSB) programs 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. For the Associate in Science degree in Business Administration, a minimum of 60 credits is required.

Suggested Academic Plan is a **SAMPLE** sequence of semester course selections. We encourage you to consult with your Continuing Education academic adviser via email [psu4you@outreach.psu.edu] or phone [800-228-1627] prior to registration.

Semester-by-Semester Academic Plan				Degree Requirements: Minimum of 60 Credits	
Semester 1		Semester 2			
MATH 021 GQ College Algebra I (or higher) 3 ENGL 015 GWS Rhetorical Composition 3 LER 100 GS Employment Relations <u>or</u> LER 136 US Race, Gender, and Employment 3 MIS 204 Introduction to Business Information Systems 3 Social/Behavioral Sciences (GS) 3	ACCTG 211 Financial and Managerial Accounting for Decision Making 4 B A 241 Legal Environment of Business 2 ECON 002 GS Introductory Microeconomic Analysis & Policy <u>or</u> ECON 004 GS Introductory Macroeconomic Analysis & Policy 3 B A 250 Small Business Management 3 Humanities (GH) 3			GENERAL EDUCATION (21 crs): <i>Writing Skills</i> (GWS), 3 credits – ENGL 015 ; <i>Arts</i> (GA), 3 credits; <i>Humanities</i> (GH), 3 credits; <i>Natural Sciences</i> (GN), 3 credits; <i>Quantification</i> (GQ), 3 credits – MATH 021 ; <i>Social and Behavioral Sciences</i> (GS), 3 credits; <i>Any GenEd Area</i> , 3 credits – CAS 100 GWS. 9 GenEd crs in Requirements for the Major. ELECTIVES (0 crs): none required. REQUIREMENTS FOR MAJOR (48-50 crs): Includes 9 credits of GenEd courses. <u>Common Requirements (30-31 crs)</u>	
Semester Credits: 15		Semester Credits: 15		PRESCRIBED COURSES (13 crs): ACCTG 211 (4); CAS 100A GWS; ENGL 015 GWS; MIS 204 .	
Semester 3		Semester 4			
B A 242 Social and Ethical Environment of Business 2 CAS 100 GWS Effective Speech 3 MGMT 100 <u>or</u> 100W Survey of Management 3 STAT 200 GQ Elementary Statistics 4 Supporting Course 3	Arts (GA) 3 ENGL 202D GWS Effective Writing: Business Writing 3 MKTG 221 <u>or</u> 221W Contemporary American Marketing 3 Natural Sciences (GN) 3 Supporting Course 3			ADDITIONAL COURSES (17-18 crs): ENGL 015 GWS; MATH 021 GQ, MATH 022 GQ <u>or</u> MATH 110 (4) GQ; B A 241 (2) and B A 242 (2) <u>or</u> B A 243 (4); ECON 002 GS <u>or</u> ECON 004 GS; STAT 200 (4) GQ. <u>General Business Option (18-19 crs)</u> PRESCRIBED COURSES (6 crs): MGMT 100/W ; MKTG 221/W . ADDITIONAL COURSES (12-13 crs): B A 250 ; ECON 002 GS <u>or</u> ECON 004 GS; FIN 100 , H P A 101 ; IST 110 GS, 210 (4), 220 , 250 ; LER 100 GS, 136 US; MIS 103 ; MKTG 220 .	
Semester Credits: 15		Semester Credits: 15			

PROGRAM NOTES

- **BOLD** type indicates courses requiring a quality grade of C or better.
- *ITALIC* type indicates courses that satisfy both major & General Education requirements.
- **ITALIC BOLD** type indicates courses requiring a quality grade of C or better and that satisfy both major & GenEd reqs.
- GA, GH, GHA, GN, GQ, GS & GWS identify GenEd reqs [http://bulletins.psu.edu/bulletins/bluebook/general_education.cfm].
- US, IL and US; IL designate courses that satisfy the University's United States Cultures & International Cultures requirements. LER 136 US fulfills this requirement.
- Y & W designate courses that satisfy the University's Writing across the Curriculum requirement. MGMT 100W or 221W fulfills this req.
- A minimum of 60 credits is required to complete the degree.

ADVISING NOTES

- Students should work closely with academic advisers to ensure the completion of any and all course work required for entrance to Bachelor of Science in Business (via World Campus).
- **COURSES** in the Academic Plan are NOT offered at Lewistown Center (available only at University Park and World Campus).
- **COURSES** in the Academic Plan are ONLY offered online via World Campus.

REVIEW - DEGREE REQUIREMENTS (2BAAL-PROFS)

Professional Studies Option: The Professional Studies Option provides a technically-oriented program that prepares students for direct entry into the work force. Because some of the course work in this option is not accepted in baccalaureate business programs, students are encouraged to work closely with faculty and staff advisers.

Some courses that fulfill degree requirements are offered at other Penn State campuses. To view all degree requirements, please visit [http://bulletins.psu.edu/bulletins/bluebook/associate_degree_programs.cfm?letter=B&program=2_b_a.htm].

GENERAL EDUCATION: 21 credits

Writing Skills (GWS), 3 credits – **ENGL 015**; *Arts* (GA), 3 credits; *Humanities* (GH), 3 credits; *Natural Sciences* (GN), 3 credits; *Quantification* (GQ), 3 credits – **MATH 021**; *Social and Behavioral Sciences* (GS), 3 credits; Any GenEd Area (GA, GH, GN, GQ, GS, GWS), 3 credits – **CAS 100** GWS .

9 of these 21 credits included in REQUIREMENTS FOR THE MAJOR.

ELECTIVES: 3 credits

REQUIREMENTS FOR THE MAJOR: 48-50 credits

Includes 9 credits GENERAL EDUCATION: 3 crs GQ – **MATH 021**; 3 crs GWS - **ENGL 015**; 3 crs Any GenEd - **CAS 100** GWS.

CULTURES & WRITING

Complete one (1) International or United States Cultures course and one (1) Writing Across the Curriculum course.

COMMON REQUIREMENTS FOR THE MAJOR: 30-31 credits

PRESCRIBED COURSES (13 credits): **ACCTG 211(4)**; **CAS 100** GWS; **ENGL 015** GWS; **MIS 204**.

ADDITIONAL COURSES (17-18 credits): **ENGL 015** GWS; **MATH 021** GQ, **MATH 022** GQ, or **MATH 110(4)** GQ; **B A 241(2)** and **B A 242(2)** or **B A 243(4)**; **ECON 002** GS or **ECON 004** GS; **STAT 200(4)** GQ.

REQUIREMENTS FOR THE OPTION: 18-19 credits

PRESCRIBED COURSES (6 crs): **MGMT 100** or **100W**; **MKTG 221** or **221W**.

ADDITIONAL COURSES (12-13 crs). *Select 12-13 credits in consultation with the adviser from the following list:* **B A 250**; **ECON 002** GS or **ECON 004** GS; **FIN 100**; **H P A 101**; **IST 110** GS, **IST 210**, **IST 220**, **IST 250**; **LER 100** GS, **LER 136** US; **MIS 103**; **MKTG 220**.

PREREQUISITE COURSES

Before you take ...	You must have already taken and passed ...
ENGL 015	Penn State placement exam or ENGL 004
ENGL 202	ENGL 015 or ENGL 030
IST 210, 220 or 250	IST 110 or MIS 103
MATH 021	Penn State placement exam or MATH 004

If a student intends to continue on to complete the Bachelor of Science in Business (BSB) degree, it is recommended that the student choose the General Business Option and complete MATH 022 as a supporting course, as it is a prerequisite for entry to the BSB.