

The Pennsylvania State University

PSU Altoona – Division of Business & Engineering

Associate of Science in Business Administration (60 Credits)

General Business Option (2BAAL-BUS)

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 in Business Administration, a minimum of 60 credits is required.

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

Semester-by-Semester Academic Plan				Degree Requirements: Minimum of 60 Credits			
Semester 1		Semester 2					
<i>MATH 021</i> GQ College Algebra I (or higher) 3	<i>ACCTG 211</i> Financial and Managerial Accounting for Decision Making 4	<i>ENGL 015</i> GWS Rhetorical Composition 3	B A 241 Legal Environment of Business 2			GENERAL EDUCATION (21 crs): <i>Writing Skills</i> (GWS), 3 credits – <i>ENGL 015</i> ; <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 – <i>MATH 021</i> ; <i>Social and Behavioral Sciences</i> (GS), 3 credits; <i>Any GenEd</i> , 3 credits – <i>CAS 100</i> GWS. 9 crs GenEd in Requirements for Major. ELECTIVES (0 crs): none required. REQUIREMENTS FOR MAJOR (48-50 crs): <i>Includes 9 credits of GenEd courses.</i> <u>Common Requirements (30-31 crs)</u> PRESCRIBED COURSES (13 crs): <i>ACCTG 211</i> (4); <i>CAS 100A</i> or <i>100B</i> (all GWS); <i>ENGL 202D</i> GWS; <i>MIS 204</i> . ADDITIONAL COURSES (17-18 crs): <i>ENGL 015</i> GWS; <i>MATH 021</i> GQ; B A 243 (4) or B A 241 (2) and B A 242 (2); <i>ECON 002</i> GS or <i>ECON 004</i> GS; <i>STAT 200</i> (4) GQ. <u>General Business Option (18-19 crs)</u> PRESCRIBED COURSES (6 crs): MGMT 301 or 301W ; MKTG 301 or 301W . ADDITIONAL COURSES (12-13 crs): B A 250 ; <i>ECON 002</i> GS or <i>ECON 004</i> GS; <i>LER 100</i> GS or <i>LER 136</i> US; <i>MATH 022</i> GQ, <i>MATH 110</i> (4) GQ; <i>MKTG 220</i> .	
<i>LER 100</i> GS Employment Relations or <i>LER 136</i> US Race, Gender, and Employment 3	<i>ECON 002</i> GS Introductory Microeconomic Analysis and Policy or <i>ECON 004</i> GS Introductory Macroeconomic Analysis and Policy 3	<i>MIS 204</i> Introduction to Business Information Systems 3	B A 250 Small Business Management 3				
Social/Behavioral Sciences (GS) 3	Humanities (GH) 3	Semester Credits: 15	Semester Credits: 15				
Semester 3		Semester 4					
B A 242 Social and Ethical Environment of Business 2	Arts (GA) 3	<i>CAS 100</i> GWS Effective Speech 3	<i>ENGL 202D</i> GWS Effective Writing: Business Writing 3				
<i>MKTG 301</i> or <i>301W</i> Principles of Marketing 3	<i>MGMT 301</i> or <i>301W</i> Basic Management Concepts 3	<i>STAT 200</i> GQ Elementary Statistics 4	Natural Sciences (GN) 3				
Supporting Course 3	Supporting Course 3	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.
- Y & W codes designate courses that satisfy the University's Writing across the Curriculum requirement.
- 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 available at Lewistown Center (available only at University Park or World Campus).
- **COURSES** in the Academic Plan are ONLY available online via World Campus.

REVIEW - DEGREE REQUIREMENTS (2BAAL-BUS)

General Business Option: The General Business Option provides an introductory foundation to core aspects of the business environment while also preparing students for future transfer into the Bachelor of Science in Business (BSB).

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 & Behavioral Sciences* (GS), 3 credits; Any GenEd Area, 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 202D** GWS; MIS 204.

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

REQUIREMENTS FOR THE OPTION: 18-19 credits

PRESCRIBED COURSES (6 crs): **MGMT 301** or **301W**; **MKTG 301** or **301W**.

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; **LER 100** GS or **LER 136** US; **MATH 022** GQ, **MATH 110**(4) GQ; **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
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 complete MATH 022 as a supporting course, as it is a prerequisite for entry to the BSB.