

The Campus

A major university in an intimate campus setting, Penn State York has small classes, extensive computer facilities, e-mail accounts for all students, day and evening advising services, a library with all the resources of the entire University, and a Learning Center that offers tutoring and study skills workshops. In addition to a challenging academic life, the campus also offers a full range of student organizations, and athletic teams and facilities.

Most importantly, students work closely with distinguished faculty, all of whom are involved in the latest research in their areas of specialization.



Penn State is an affirmative action, equal opportunity university.

Associate Degree in Business Administration

a two-year degree program at Penn State York



www.yk.psu.edu

Preparing You for the Future

Twenty-first century business will need to deal with increased worldwide competition, fast-changing technology, instantaneous communications and situations that call for a trained and highly committed professional workforce with a package of skills transferable to any number of situations and projects.

The primary objective of this major is to provide a managerially oriented program with sufficient communicative and mathematical skills, socially relevant course work, and course work in specific business specialties to develop a well-rounded and technically knowledgeable graduate.

The two-year Associate Degree in Business Administration is designed to provide instruction in business administration that fulfills the requirements of various levels of responsibility higher than that held by high school graduates.

Career Opportunities

Graduates with the Associate Degree in business administration may be employed in a variety of job settings. Typical positions include: office manager, bank teller, accounting clerk, bookkeeper, management trainee, computer operator, sales representative assistant, retail manager, administrative assistant, and personnel.

Assistance to help graduating students enter the job market is available through the Advising and Career Center.

Graduating students may participate in several Penn State Career Day programs where many employers will be available for interviews.

Baccalaureate Degree Options

Graduates of the two-year Associate Degree in Business Administration major may continue on into the Bachelor of Science in Business at Penn State York. They may also qualify for admission to the baccalaureate degree majors in Behavioral Sciences, Business Administration, Humanities, or Public Policy at Penn State Harrisburg or for additional baccalaureate business or related programs in other colleges within the University.



Who Should Enroll

Whether you're a recent high school graduate, an adult returning to school, or someone who has never attended college, you can enroll in the associate degree program in Business Administration at Penn State York. Students enrolling in this degree program may be interested in using their education as a stepping stone to a baccalaureate degree, for advancement in a current position, or to gain employment in a business setting. For specific information on admission, contact the Penn State York Admissions Office at (717) 771-4040 or (800) PSU-6227.

Financial Aid

Four types of student financial aid are available: grants, scholarships, loans and employment. At Penn State York, 80 percent of eligible students receive some type of financial aid and more than 300 scholarships are awarded locally. For information on student aid, please contact Penn State York's Office of Student Affairs at (717) 771-4045.



Program Requirements

For the Associate Degree in Business Administration, a minimum of 68 credits is required:

General Education: 21 credits

Writing/Speaking, Quantification, Social and Behavioral Sciences, Arts, Humanities and Natural Sciences (nine of these 21 credits are included in the requirements for the major).

Requirements for the Major: 56-57 credits

Accounting
Business Logistics
Economics
Finance
Human Resource Management
Management
Management Information Systems
Marketing
Production and Operations Management
Statistics

The associate degree in Business Administration at Penn State York provides the opportunity for students to complete the program on a full-time or part-time basis. Classes are offered both in day and evening sessions.

Step-Up Program

If you are uncertain that an associate degree is what you want or need, credit certificate programs are available for students who want to further their education or who are seeking preparation for a current or future career. Students may decide later to "step-up" into an associate or baccalaureate degree program. Credit certificates are available in:

Business Administration
Business Management
Supervisory Management
Administrative Secretary
Small Business Management
Marketing Management
Advanced Supervisory Management

For More Information

Direct inquiries about the Associate Degree in Business Administration to:

Nan Flesher
Admissions Officer
Penn State York
1031 Edgecomb Avenue
York, PA 17403
(717) 771-4040 or (800) PSU-6227
(717) 771-4005 (fax)
nlf3@psu.edu

Check us out on the worldwide web at:
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Admissions: Connie Clancy
(717) 771-4040
clc3@psu.edu

Advising and
Career Center: (717) 771-4053
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Financial Aid: Debra Martinez
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Registrar: Frank Miller
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