

Pennsylvania Highlands Community College
Advising Worksheet
Catalog Year 2021-2022
Business Administration
A.S. Degree 64 Credits
Statewide Program-to-Program Articulation Agreement

Student Name:	ID#
Advisor:	

Semester I

Course ID	Course Name	Credits	Semester	Prerequisites and Other Information	Initials
ACP100	Academic and Career Planning	1			
ENG 110	English Composition I	3			
MAT 145	College Algebra	3		MAT 131 or Placement Test	
CIT 100	Microcomputer Applications	3			
BUS 110	Introduction to Business	3			
ACC 150	Accounting Principles I	3			

Total Credits **16**

Semester II

English	ENG200, or ENG205, or ENG225	3			
Elective	Social Science Elective	3			
ECO 100	Macroeconomics	3			
BUS 125	Management Principles	3			
MAT205	Applied Calculus for Business	4		MAT 145	

Total Credits **16**

Semester III

MAT200	Probability and Statistics	3		MAT 110, MAT 126, MAT 131 or higher or by placement test.	
*Science	Lab Science Elective	4			
BUS210	Business Law	3			
ECO 110	Microeconomics	3			
Elective	Social Science Elective	3			

Total Credits **16**

Semester IV

Science	Lab Science Elective	4			
Elective	Humanities Elective	3			
ACC230	Managerial Accounting	3		ACC 150	
BUS 230	Principles of Marketing	3			
COM 101	Public Speaking	3			

Total Credits **16**

***Lab Science – 8 credits DO NOT have to be sequential or in the same discipline**

*****NOTE: To meet the requirement for transfer as part of the Statewide Articulation Agreement, no Graduation Substitutions are permitted.**

Total Credits completed at PHCC	
Total Transfer Credits	
Total Combined Credits	

TRANSFER OPTIONS: After completing this entire degree, graduates can transfer University of Pittsburgh at Johnstown, Mount Aloysius College, Juniata College, State System Universities*, St. Francis University (3+1 to Organizational Leadership online or traditional track 2+2), Southern New Hampshire 3+1, Carlow University, and Lincoln University, as junior status or higher.

ADVISING PLANNING RUBRIC

Take this rubric to each advising appointment to discuss these points with your advisor to stay on track in meeting your goals.

Check Point	Student Learning Outcome	Not met	In Progress	Completed
By 6-15 credits	✓ Have met with your advisor at least once per semester before Priority Registration to review short-term and long-term goals described in the Academic Planning Survey. Map out a draft of a plan for courses each semester.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	✓ Are able to identify tools available on myPEAK such as Degree Audit and Course Search.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	✓ Have explored the College Catalog available online.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	✓ Are able to locate college offices and services available to you such as Career Services, Student Success Center, Financial Aid, Writing/Math Center, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	✓ Have investigated specific program requirements for your major such as clearances, internship requirements, minimum GPA, etc. Consult college catalog and advising worksheet.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	✓ Have begun researching career paths and consider reviewing Career Coach assessment results with career counselor, setting up job shadow in at least one area of interest, and/or attending the Job/Internship/Transfer Fair.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
By 24-30 credits	✓ Have met with your advisor at least once per semester before Priority Registration to review academic progress and plans for work or transfer.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	✓ Are able to use tools available on myPEAK under the Advising tab, Registration tab, and Pay for College tab such as Degree Audit, Course Search, GPA calculator, and Financial Aid Document Tracking.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	✓ Have met with Career Services to begin building a resume and to activate your College Central account to prepare for a job search. Connect with a 4-year transfer counselor if transferring.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	✓ Can list the exact courses and program requirements needed to graduate with chosen major.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	✓ Have explored the PA TRAC website (pacollegegettransfer.com) as well as Transfer Central on myPEAK for transfer and articulation information.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
By 36-45 credits	✓ Have met with your advisor at least once per semester before Priority Registration to review progress and to prepare for registration.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	✓ Have identified an internship with your advisor or career counselor if entering the workforce, or have begun visiting and applying to four-year schools if transferring.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	✓ Have applied for graduation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
By 60+ credits	✓ Have met with your advisor at least once per semester before Priority Registration to review progress and to prepare for registration.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	✓ Have begun job searching and/or followed up on status of applications to four-year schools.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	✓ Have begun planning your academic requirements at your intended four-year program (if transferring).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Student Name Click or tap here to enter text.

Advisor Name Click or tap here to enter text.

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Humanities Electives: work with the transfer counselor at the receiving college

- *ART 101 - Introduction to Art History
- ART 105 - Drawing Fundamentals
- ENG 230 - Survey of American Literature I
- ENG 235 - Survey of American Literature II
- ENG 240 - Survey of British Literature I
- ENG 245 - Survey of British Literature II
- ENG 271 - World Literature
- FRE 101 - French I
- FRE 102 - French II
- GER 101 - German I
- GER 102 - German II
- *MUS 100 - Introduction to Music
- *PHI 110 - Introduction to Philosophy
- PHI 200 - Introduction to Ethics
- SPA 101 - Spanish I
- SPA 102 - Spanish II

Social Science Electives: work with the transfer counselor at the receiving college

- *ANT 100 - Introduction to Cultural Anthropology
- *CIV 100 - Western Civilization: Ancient through Renaissance
- *CIV 110 - Western Civilization: Renaissance to Present
- *GOV 100 - Introduction to American National Government
- *HIS 100 - U.S. History I: Discovery through Reconstruction
- *HIS 110 - U.S. History II: Reconstruction to Present
- *PSY 100 - General Psychology
- PSY 130 - Human Development Across the Life Span
- *SOC 100 - Introduction to Sociology
- SOC 200 - Contemporary Social Issues

Lab Science Electives:

- BIO 104/114 - Principles of Biology I and Lab
- BIO 106/116 - Principles of Biology II and Lab
- BIO 202/212 - Human Anatomy & Physiology I and Lab
- BIO 204/214 - Human Anatomy & Physiology II and Lab
- CHM 120 - General Chemistry I
- CHM 122 - General Chemistry II
- PHY 110/111 - Physics I and Lab (Algebra Based)
- PHY 115/116 - Physics II and Lab (Algebra Based)

***Students who successfully complete these courses can have their credits transferred and counted towards graduation at any of the participating PA TRAC colleges and universities. Please be aware that certain majors may have specific requirements prescribed by external agencies. It is the student's responsibility to work with an advisor to select appropriate courses as they relate to the major.**