

# **BUSINESS ADMINISTRATION**



ASSOCIATE OF SCIENCE **64 CREDITS** 

Students in Business Administration gain comprehensive knowledge of business, including management principles, leadership, data analysis, problem-solving, and other valuable skills.

This program prepares students for both immediate employment in various business environments and seamless transfer to a bachelor's degree program and beyond..

## CAREER OPPORTUNITIES

- Office Supervisor
- **Customer Service Representative**
- Production, Planning and Expediting Clerks
- Administrator
- Employment Interviewer
- Retail Manager
- Small Business Owner and Operator
- **Technical Sales Representative**
- Personnel/Human Resources Manager

## **KEY COURSES**

- **Business Law**
- Principles of Marketing
- Management Principles
- Macroeconomics
- Microeconomics
- **Probability and Statistics**



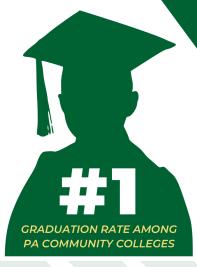
### WE ARE ACCREDITED.

Penn Highlands is accredited by the Middle States Commission on Higher Education. This means you will receive the same quality of education as major four-year institutions in our area.



#### WE ARE FAMILY.

Our supportive staff and faculty are here for you. We are available to listen, offer advice, and provide support to help you succeed. With an 18:1 student-to-faculty ratio, the hands-on support you will receive feels like family.



**DISCOVER MORE ABOUT THIS PROGRAM** 







