

Pennsylvania Highlands Community College
Advising Worksheet
Catalog Year 2025-2026
Business Administration
A.S. Degree 64 Credits
Statewide Program-to-Program Articulation Agreement

Fall I:

Course ID	Course Name	Credits	Prerequisites and Other Information
FYE101	First Year Experience	1	
ENG 110	English Composition I	3	
MAT 145	College Algebra	3	PR: MAT 131 or placement
CIT 100	Microcomputer Applications	3	
BUS 110	Introduction to Business	3	
ACC 150	Accounting Principles I	3	

Total Credits **16**

Spring I:

English	ENG200, or ENG205, or ENG 204	3	PR: ENG110
Elective	Values & Ethics Elective	3	See list
ECO 100	Macroeconomics	3	
BUS 125	Management Principles	3	
MAT205	Applied Calculus for Business	4	PR: MAT 145

Total Credits **16**

Fall II:

MAT200	Probability and Statistics	3	PR: 100 level math course or higher or by placement
*Science	Lab Science Elective	4	See list; PR: Per individual course
COM 101	Public Speaking	3	
ECO 110	Microeconomics	3	
Elective	Social Science Elective	3	

Total Credits **16**

Spring II:

Science	Lab Science Elective	4	See list; PR: Per individual course
Elective	Cultural Awareness & Diverse Perspectives Elective	3	See list
ACC230	Managerial Accounting	3	PR: ACC 150
BUS 230	Principles of Marketing	3	
BUS210	Business Law	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.**

TRANSFER OPTIONS: After completing this degree, graduates can transfer University of Pittsburgh at Johnstown, Mount Aloysius College, Juniata College, any of the PA State System Universities, St. Francis University (3+1 online), Seton Hill University 3+1, Carlow University, Robert Morris 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 (pacollege-transfer.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.

Pennsylvania Highlands Community College
Advising Worksheet
Catalog Year 2025-2026
Business Administration
A.S. Degree 64 Credits

Values & Ethics Electives: work with the transfer counselor at the receiving college

CIV 100 – Western Civilization: Ancient through Renaissance*
CIV 110 – Western Civilization: Renaissance to Present*
CIV 200 – Ancient Rome and the Barbarians
GOV 100 – Introduction to American National Government*
GOV 210 – Current Events and Contemporary Issues
HIS 100 – U.S. History I: Discovery through Reconstruction*
HIS 110 – U.S. History II: Reconstruction to Present*
HIS 205 – American Popular Culture
HIS 210 – The Civil War and Reconstruction
HIS 215- History Through Film
HIS 250 – World War II through Film

Cultural Awareness & Diverse Perspectives Electives: work with the transfer counselor at the receiving college

ART 101 – Introduction to Art History*
ART 105 – Drawing Fundamentals*
ART 110 – Introduction to Painting and Sculpting*
ENG 250 – Women in Literature (PR: ENG 110)
ENG 271 – World Literature* (PR: ENG 110)
FLM 110 – Introduction to American Cinema
HUM 100 – Introduction to Humanities
MUS 100 – Introduction to Music*
MUS 200 – History of Rock n’ Roll
REL 100 – World Religions/Religious Studies
SPA 101 – Spanish I*
SPA 102 – Spanish II* (PR: SPA 101)

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)