

Lackawanna College

BUSINESS ADMINISTRATION

(Available Scranton Day/Evening, Lake Region, School of PNG, Towanda)

ASSOCIATE IN SCIENCE DEGREE REQUIREMENTS

EFFECTIVE DATE: FALL 2016

NAME _____

Academic advisors help students coordinate their academic plans while at Lackawanna College; however, students bear the ultimate responsibility for insuring that they meet the requirements for their degree.

Developmental/Additional Requirements:

Based on assessment testing results, students are placed in appropriate level courses (developmental or college level). Students without SAT / ACT / in-house assessment scores will be scheduled for three developmental courses (Reading for College, Basic Writing Skills, and Basic Math Skills). These courses must be successfully completed before a student may enroll in required English / math courses.

	<u>Required</u>		<u>Enrolled</u>		<u>Required</u>		<u>Enrolled</u>
	Yes	No			Yes	No	
DEV 010 Basic Writing Skills	___	___	___	ENG 102 Fundamentals of Writing	___	___	___
DEV 020 Reading for College	___	___	___	ENG 103 Critical Reading	___	___	___
DEV 030 Basic Math Skills	___	___	___	MAT 110 Intro to Algebra	___	___	___

<u>Semester Taken</u>	<u>Grade Earned</u>	<u>First Semester</u>
_____	_____	CIS 105 Introduction to Computer Applications
		OR
_____	_____	CIS 115 Computer Applications II
_____	_____	ENG 105 College Writing*
_____	_____	MGT 105 Principles of Management
_____	_____	MAT 120 College Algebra*
_____	_____	ECO 105 Macroeconomics
_____	_____	COL 101 Freshman Experience (1 cr.)

<u>Semester Taken</u>	<u>Grade Earned</u>	<u>Second Semester</u>
_____	_____	Social Science Elective_____
_____	_____	ENG 110 Introduction to Literature
		OR
_____	_____	ENG 115 Business Communications
_____	_____	MKT 105 Principles of Marketing
_____	_____	CIS 205 Management Info Systems
		OR
_____	_____	CIS 210 Computerized Spreadsheets (SP)
_____	_____	MAT 135 Intro Stat & Data Analysis
		OR
_____	_____	MAT 220 Pre-Calculus (4 cr.)

<u>Semester Taken</u>	<u>Grade Earned</u>	<u>Third Semester</u>
_____	_____	ACC 105 Principles of Accounting I
_____	_____	Diversity/Global Studies Elective_____
_____	_____	MGT 205 Human Resource Management (FALL)
_____	_____	COM 125 Effective Speaking
_____	_____	Science Elective*_____

<u>Semester Taken</u>	<u>Grade Earned</u>	<u>Fourth Semester</u>
_____	_____	Ethics Elective*_____
_____	_____	MGT 235 International Business (SPRING)
_____	_____	ACC 110 Principles of Accounting II
_____	_____	MGT 240 Business Law (SPRING)
_____	_____	Elective_____
_____	_____	COL 201 Capstone Seminar (1 cr.)

*Developmental coursework may be a prerequisite for these courses. Credits earned in developmental courses cannot be applied toward graduation.

Social Science Elective: PAD 105; any non-required psychology, sociology, criminal justice, education, or history listing
 Diversity/Global Studies Elective: SSC 145, SSC 225, SSC 235, SSC 260, HIS 110, HIS 130, HIS 138, HIS 155, HIS 205, HIS 210, SPN 101
 Ethics Elective: PHL 105, PHL 115, PHL 120, PHL 125, PHL 140, PHL 145, PHL 205
 Science Elective: BIO 105, BIO 110, BIO 115, ESC 105, ESC 115, ESC 125, ESC 130, ESC 135, ESC 145, ESC 155

B U S I N E S S A D M I N I S T R A T I O N

ASSOCIATE IN SCIENCE DEGREE

PORTFOLIO REQUIREMENTS

CAREER DOCUMENTS

- _____ Current Resume
- _____ Letter of recommendation
- _____ Career Exploration

CORE COURSEWORK

- _____ ENG 105 - College Writing - Graded Research Paper

MAJOR COURSEWORK (3 samples - graded papers or projects)

- _____ MGT 205 - Human Resource Management - project
- _____ MKT 105 - Principles of Marketing - project
- _____ MGT 235 - International Business - project

_____ **LACKAWANNA REFLECTION PAPER**