

Lackawanna College

BUSINESS ADMINISTRATION

(Available Scranton, Hazleton, Lake Region, Sunbury, Towanda)

ASSOCIATE IN SCIENCE DEGREE REQUIREMENTS

ACADEMIC YEAR 2019-2020

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 (16 Credits)</u>
_____	_____	BUS 105 Introduction to Business
_____	_____	CIS 105/CIS 115 Computer Applications I/II
_____	_____	ENG 105 College Writing
_____	_____	MAT 120 College Algebra
_____	_____	MGT 105 Principles of Management
_____	_____	COL 101 Freshman Experience (1 cr.)

<u>Semester Taken</u>	<u>Grade Earned</u>	<u>Second Semester (15 Credits)</u>
_____	_____	ACC 105 Principles of Accounting I
_____	_____	CIS 210 Computerized Spreadsheets
_____	_____	MAT 135 Intro to Stat/Data Analysis
_____	_____	MKT 105 Principles of Marketing
_____	_____	Social Science Elective _____

<u>Semester Taken</u>	<u>Grade Earned</u>	<u>Third Semester (15 Credits)</u>
_____	_____	COM 125 Effective Speaking
_____	_____	ECO 105 Macroeconomics
_____	_____	ENG 115 Business Communications
_____	_____	MGT 205 Human Resources Management
_____	_____	MKT 230 Salesmanship & Sales Management

<u>Semester Taken</u>	<u>Grade Earned</u>	<u>Fourth Semester (16 Credits)</u>
_____	_____	ACC 220 Managerial Accounting
_____	_____	MGT 235 International Business
_____	_____	MGT 240 Business Law I
_____	_____	PHL 105 Introduction to Philosophy
_____	_____	Science 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
 Science Elective: BIO 105, BIO 110, BIO 115, ESC 105, ESC 115, ESC 130, ESC 135, ESC 145, ESC 155, PHY 105

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**