

Lackawanna College

PNG BUSINESS ADMINISTRATION

(Available at School of PNG)

ASSOCIATE IN SCIENCE DEGREE REQUIREMENTS

EFFECTIVE DATE: FALL 2015

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*
_____	_____	PNG 105 Intro to Petroleum/NG Technology
_____	_____	MAT 120 College Algebra*
		OR
_____	_____	MAT 150 Math for Petroleum/NG*
_____	_____	PHY 150 Physical Science for Petroleum/NG (4 cr)
_____	_____	COL 101 Freshman Experience (1 cr.)

<u>Semester Taken</u>	<u>Grade Earned</u>	<u>Second Semester</u>
_____	_____	PNG 130 PNG Handling & Processing
_____	_____	ENG 115 Business Communications*
_____	_____	MGT 105 Principles of Management
_____	_____	CIS 210 Computerized Spreadsheets
_____	_____	MAT 135 Intro Stat & Data Analysis

<u>Semester Taken</u>	<u>Grade Earned</u>	<u>Third Semester</u>
_____	_____	ACC 105 Principles of Accounting I
_____	_____	Social Science Elective_____
_____	_____	MGT 205 Human Resource Management
_____	_____	COM 125 Effective Speaking
_____	_____	ECO 105 Macroeconomics

<u>Semester Taken</u>	<u>Grade Earned</u>	<u>Fourth Semester</u>
_____	_____	PNG 125 Industrial Safety/OSHA Regs.
_____	_____	MKT 105 Principles of Marketing
_____	_____	ACC 110 Principles of Accounting II
_____	_____	MGT 240 Business Law
_____	_____	PHL 150 Ethics, Leadership & Regulations
_____	_____	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

P N G 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

CORE COURSEWORK

_____ ENG 105 - College Writing - Graded Research Paper
OR
_____ ENG 115 - Business Communications - Designated Project

MAJOR COURSEWORK (3 samples - graded papers or projects)

_____ ACC 105 - Principles of Accounting I - Designated Assignment
_____ PNG 125 - Industrial Safety - Designated Project
_____ PNG 130 - PNG Field Handling & Processing - Graded Coursework Sample

_____ **LACKAWANNA REFLECTION PAPER**