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.

<table>
<thead>
<tr>
<th>Required</th>
<th>Enrolled</th>
<th>Required</th>
<th>Enrolled</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>ENG 102</td>
<td>Fundamentals of Writing</td>
<td>ENG 103</td>
<td>Critical Reading</td>
</tr>
<tr>
<td>MAT 110</td>
<td>Intro to Algebra</td>
<td></td>
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</tr>
</tbody>
</table>

**Semester** | **Taken** | **Grade** | **Earned** | **Semester** | **Taken** | **Grade** | **Earned** |
--- | --- | --- | --- | --- | --- | --- | --- |
CIS 105  | Introduction to Computer Applications | | | | | |
CIS 115  | Computer Applications II | | | | | |
ENG 105  | College Writing* | | | | | |
MAT 120  | College Algebra* | | | | | |
ECO 105  | Macroeconomics | | | | | |
COL 101  | Freshman Experience (1 cr.) | | | | | |
ENG 115  | Business Communications* | | | | | |
MKT 105  | Principles of Management | | | | | |
CIS 205  | Management Info Systems | | | | | |
MAT 135  | Intro Stat & Data Analysis | | | | | |
MAT 220  | Pre-Calculus (4 cr.) | | | | | |
ACC 105  | Principles of Accounting I | | | | | |
Diversity/GLOBAL Studies elective | | | | | | |
MGT 205  | Human Resource Management (FALL) | | | | | |
COM 125  | Effective Speaking | | | | | |
Science elective* | | | | | | |

*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 education, psychology, sociology, criminal justice, or history listing


Diversity/GLOBAL Studies Elective: SSC 225, SSC 235, SSC 260, HIS 110, HIS 130, HIS 138, HIS 155, SPN 101

Ethics Elective: PHL 115, PHL 120, PHL 125, PHL 140, PHL 145, PHL 205

Science Elective: BIO 105, BIO 110, BIO 115, CHM 110, ESC 105, ESC 115, ESC 125, ESC 130, ESC 135, PHY 105

03/14
BUSINESS ADMINISTRATION

ASSOCIATE IN SCIENCE DEGREE

PORTFOLIO REQUIREMENTS

CAREER DOCUMENTS

_____ Current Resume

_____ Two (2) letters 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 - paper or project

_____ MKT 105 - Principles of Marketing - paper or project

_____ ECO 105 - Macroeconomics - paper or project

_____ Lackawanna Reflection Paper

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