



Business Administration- Associate in Arts (2020-2021 Catalog) with HONORS

SEMESTER-BY-SEMESTER PROGRAM MAP FOR FULL-TIME

STUDENTS

Courses are listed in preferred order of completion

Plans can be modified by adding more semesters

Choose your courses with your Advisor.

| | | | | | |
|--|---------|-----------------------------------|--------------------------|---------|----------------------|
| Developmental Education Course <i>(if required)</i> | | | <input type="checkbox"/> | MATH020 | Pre-Algebra |
| <input type="checkbox"/> | ACLS050 | Introduction to Academic Literacy | <input type="checkbox"/> | MATH022 | Elementary Algebra |
| <input type="checkbox"/> | ENGL027 | Writing Skills Workshop | <input type="checkbox"/> | MATH026 | Intermediate Algebra |

Location: B= BETH, M= MROE, S=SBTH, E= ESTN, D= DIST *subject to change (see separate list for Honors)

| | © | Course # | Course Title | Credits | Gen Ed | Fall | Winter | Spring | Summer | Pre-requisites / Co-requisites |
|------------|--------------------------|-------------------------|--|---------|-------------|------------|--------|------------|---------|----------------------------------|
| Semester 1 | <input type="checkbox"/> | COLS101 | College Success | 1 | | B, M, D | ---- | B, M, D | D | |
| | <input type="checkbox"/> | ENGL101 | English I (Honors option) | 3 | Comm | B, M, D, E | ---- | B, M, D, E | B, M, D | PRE: ENGL Placement Policy |
| | <input type="checkbox"/> | CMTH102 | Intro to Communication (Honors option) | 3 | Comm | B, M, D | ---- | B, M, D | B, M, D | |
| | <input type="checkbox"/> | CISC101 | Introduction to Computers | 3 | CL | B, M, D | D | B, M, D | B, M, D | |
| | <input type="checkbox"/> | MATH140 | College Algebra | 3 | QL | B, M, D | ---- | B, M, D | B, M, D | PRE: MATH026 or Placement Policy |
| | <input type="checkbox"/> | ACCT101 | Financial Accounting I | 3 | | B, M, D | ---- | B, M, D | B, M, D | |
| | | Total Semester Credits: | | 16 | | | | | | |
| Semester 2 | <input type="checkbox"/> | ACCT151 | Financial Accounting II | 3 | | B, M, D | ---- | B, M, D | D | PRE: ACCT101 |
| | <input type="checkbox"/> | ENGL151L | English II (Literature) (D) (Honors option) | 3 | Comm | B, M, D | ---- | B, M, D | B, M, D | PRE: ENGL101 |
| | <input type="checkbox"/> | MATH165 | Applied Calculus | 3 | | B, D | ---- | B, M, D | D | PRE: MATH140 |
| | <input type="checkbox"/> | BUSA232 | Principles of Marketing | 3 | | B, M, D | ---- | B, M, D | D | PRE: ENGL101 |
| | <input type="checkbox"/> | | AH Gen Education Elective (Honors option) | 3 | AH | B, M, D | D | B, M, D | B, M, D | Depends on the course selected |
| | | Total Semester Credits: | | 15 | | | | | | |
| Semester 3 | <input type="checkbox"/> | ACCT202 | Managerial Accounting | 3 | | B, D | ---- | B, M, D | B | PRE: ACCT101 |
| | <input type="checkbox"/> | BUSA201 | Business Statistics | 4 | | B, M, D | ---- | B, M, D | D | PRE: MATH022 or Placement Policy |
| | <input type="checkbox"/> | BUSA205 | Management Fundamentals | 3 | | B, M, D | ---- | B, M, D | D | PRE: ENGL101 |
| | <input type="checkbox"/> | ECON201 | Macroeconomics | 3 | SSHB | B, M, D | ---- | B, M, D | M, D | |
| | <input type="checkbox"/> | | SIT Gen Education Elective (Honors option) | 3 | SIT | B, M, D | D | B, M, D | B, M, D | Depends on the course selected |
| | | Total Semester Credits: | | 16 | | | | | | |
| Semester 4 | <input type="checkbox"/> | BUSA152 | Business Law I | 3 | | B, M, D | ---- | B, M, D | D | |
| | <input type="checkbox"/> | ECON251G | Microeconomics (WI) | 3 | SSHB | B, D | ---- | B, M, D | B, D | PRE: ENGL101 |
| | <input type="checkbox"/> | | Science Elective | 4 | | B, M, D | D | B, M, D | B, M, D | Depends on the course selected |
| | <input type="checkbox"/> | | SIT or SSHB Gen Education Elective (Honors option) | 3 | SIT or SSHB | B, M, D | D | B, M, D | B, M, D | Depends on the course selected |
| | <input type="checkbox"/> | | Elective (Honors option) | 3 | | B, M, D | D | B, M, D | B, M, D | Depends on the course selected |
| | | Total Semester Credits: | | 16 | | | | | | |
| | | Total Degree Credits | | 63 | | | | | | |

General Education Requirements

| | | |
|--------------------------|----------|-------------------|
| <input type="checkbox"/> | ENGL151L | Diversity |
| <input type="checkbox"/> | ECON251G | Writing Intensive |
| <input type="checkbox"/> | | Writing Intensive |

HONORS Requirements (at least 12 credits of Honors courses & 3.5 GPA)

| | | |
|--------------------------|--|--|
| <input type="checkbox"/> | | |
| <input type="checkbox"/> | | |
| <input type="checkbox"/> | | |
| <input type="checkbox"/> | | |

Notes

- Students should complete their Reading, Writing, and Math requirements within the first 2 semesters
- Students should identify their transfer institution by the end of the second semester to ensure that your electives will be accepted by the transfer institution.

rev. date 4-4-19

AH Gen Elective Honors Courses: CMTH 220, ENGL 203, ENGL 264, ENGL 265, JOUR 101, PHIL 201, PHIL 202G, PHIL 204,
 SIT Gen Elective Honors Courses: HIST 113, HIST 163, POLS 101, SOCA 160
 SSHB Gen Education Honors Courses: HUMA 250G, PSYC 103, PSYC 258, PSYC 265, SOCA 103
 Elective Honors Courses: ALL honors courses

Arts & Humanities (AH)

ARTA 100 Art and Visual Thinking
 ARTA 101 Art History Survey
 CMTH 110 Introduction to the Theatre
 CMTH 111 Acting I
 CMTH 115 Technical Theatre
 CMTH 117 Stagecraft
 CMTH 126 The Communication Arts
 CMTH 189 Stage Voice and Movement
 CMTH 190 Stage Production
 CMTH 206 Directing
 CMTH 211 Plays: Classical to Contemp. (G-WI)
 CMTH 212 Acting II
 CMTH 218 Theatre Portfolio
 CMTH 220 Introduction to Film
 DANC 101 Dance History
 DANC 110 Ballet I
 DANC 120 Modern Dance I
 DANC 130 Jazz I
 DANC 210 Ballet II
 DANC 220 Modern Dance II
 DANC 230 Jazz II
 ENGL 201 British Literature I (G-WI)
 ENGL 203 Shakespeare (G-WI)
 ENGL 205 American Literature I (G-WI)
 ENGL 211 Plays: Classical to Contemp. (G-WI)
 ENGL 215 Multicultural Adolescent Lit (G-WI)
 ENGL 250 Latin American Literature (G-WI)
 ENGL 251 British Literature II (G-WI)
 ENGL 253 Creative Writing
 ENGL 255 American Literature II (G-WI)
 ENGL 256 Modern Poetry (G-WI)
 ENGL 257 20th Century Lit by Women (G-WI)
 ENGL258 Fiction Writing
 ENGL 260 Contemporary Literature (G-WI)
 ENGL 264 Irish Literature (G-WI)
 ENGL 265 African-American Literature (G-WI)
 ENGL 267 Poetry Writing
 HUMA 121 The American Work Experience (G-WI)
 HUMA 140 Intro to Women & Gender Studies (G-WI)
 HUMA 150 Nature of the Environment
 HUMA210 Creativity and the Origin of Ideas
 JOUR 101 Journalism and Society
 Modern Language - All MDLA
 MUSC 101 Introduction to Music
 PHIL 111 On Death and Dying (G-WI)
 PHIL 121 World Religions
 PHIL 201 Introduction to Philosophy
 PHIL 202 Ethics and Moral Problems (G-WI)
 PHIL 204 Asian Philosophies
 PHIL 211 Ancient Philosophy
 PHIL 215 Modern Philosophy
 PHIL 225 What is Freedom?

Note: General Education courses offered as writing intensive are noted with a G-WI (e.g. HIST113G is

Societies & Institutions Over Time (SIT)

CMTH 221 History of Broadcasting
 GEOG 101 World Geography
 GEOG 151 Geography of the U.S. and Canada (G-WI)
 GBLB 130 Intro to Global Studies
 GBLB 160 Field Experience & Acad Research in GS
 GBLB 230 Global Studies Capstone
 HIST 103 Ancient and Medieval History
 HIST 113 American History I (G-WI)
 HIST 121 The Black Experience (G-WI)
 HIST 123 African Civilization
 HIST 140 Modern Chinese History
 HIST 153 Found of Mod Euro History, 1300-1815 (G-WI)
 HIST 163 American History II
 HIST 165 The American Experience of Warfare (G-WI)
 HIST 166 Civil War and Reconstruction (G-WI)
 HIST 168 History of the Middle East (G-WI)
 HIST 173 Mod European History, 1815 to Present (G-WI)
 HIST 210 History of Mod Science, 1859 to Present
 HIST 211 History of Pennsylvania
 INTS 201 Impl. Sustain.Energy System...(Study Abroad)
 INTS 202 The Arch. of the City: Classic-Cont. (Study Abroad)
 POLS 101 Introduction to Political Science
 POLS 105 American Constitutional Law (G-WI)
 POLS 110 American National Government (G-WI)
 POLS 150 Peace Studies & Conflict Res. (Study Abroad)
 POLS 170 Politics of Modern Turkey (Study Abroad)
 POLS 202 International Relations
 POLS 205 Women and Politics (G-WI)
 POLS 251 State and Local Government (G-WI)
 SOCA 102 Cultural Anthropology (G-WI)
 SOCA 105 American Ethnicity
 SOCA 160 Issues in Contemp.Genocide & Mass Violence

Science (SCI)

BIOS 104 Field Ecology
 BIOS 105 Contemporary Biology (G-WI)
 BIOS 107 Biology I
 BIOS 110 In Your Genes: Intro to Mod Genetics
 BIOS 115 Essentials of Biology
 BIOS 126 Environmental Science
 BIOS 150 Biology II
 BIOS 160 Human Biology
 BIOS 202 Microbiology for Allied Health
 BIOS 204 Human Anatomy and Physiology I
 BIOS 206 General Ecology
 CHEM 105 Chemistry in Contemporary Society
 CHEM 120 General Chemistry I
 CHEM 135 Chemistry of Life
 GEOG 150 Astronomy
 GEOG 210 Weather and Climate
 GEOL 201 Physical Geology
 PHYS 101 Physics I
 PHYS151 Physics II
 PHYS 152 Physical Science II
 PHYS 215 Physics for Science and Engineering I
 PHYS 225 Physics for Science and Engineering II

Electives for A.A. & A.S. Degrees

Accounting – only ACCT 100, 101, 151, 201, 202, 251
 Architecture – only ARCH 100
 Art – only ARTA 101, 111, 161, 162, 291, 292, 293
 Biological Science – all BIOS except 281, 282, 283
 Business – only BUSA 101, 202, 272
 Chemistry – only CHEM 105, 120, 135, 220, 225, 251, 260, 291, 292, 293, 294
 College Success: COLS101, 120
 Communications – all except 180, 182, 185, 240, 252
 Computer/Information Science – only CISC 101, 104, 115, 125, 225, 230, 270
 Counseling – only COUN 100, 291, 292, 293
 Dance – all DANC
 Economics – ECON201, 251G
 Education – all EDUC except 105
 Engineering – only ENGG 100, 191, 192, 193, 194, 201, 251, 252
 English – all ENGL
 Geography – all GEOG
 Global Studies - GBLB130, 160, 230
 Health – only HEAL 150
 History – all HIST
 Hospitality – only HOSP 101
 Humanities – all HUMA
 Interdisciplinary Studies – INTS 101, 202, 250
 Journalism – only JOUR 103
 Mathematics – only MATH 120, 140, 145, 150, 160, 165, 175, 176, 180, 181, 191-194, 202, 210, 211
 Modern Language – all MDLA
 Music – all MUSC
 Nutrition- NUTR105
 Philosophy – all PHIL
 Physical Education – any PHED course up to a max of 2 credits
 Physics – all PHYS
 Political Science – all POLS
 Psychology – all PSYC except 221
 Publishing- 101, 102
 Sociology/Antropology – all SOCA
 Special Education – SPED 160

Scientific Study of Human Behavior (SSHB)

GEOG 121 Environmental Sustainability (G-WI)
 GEOG 140 Investigating Climate Change)
 GEOG 271 Intro to Geographic Info Systems
 HUMA 250 Research Methods Social Sciences (G-WI)
 INTS 250 Study Abroad
 PSYC 103 Introduction to Psychology (G-WI)
 PSYC 230 Introduction to Health Psychology
 PSYC 235 Dev Child Psychopathology
 PSYC 245 Cognitive Psychology
 PSYC 255 Abnormal Psychology
 PSYC 258 Developmental Psychology (G-WI)
 PSYC 265 Psychology of Sex and Gender
 SOCA 103 Principles of Sociology (G-WI)
 SOCA 125 Sociology of Families (G-WI)
 SOCA 210 Sociology of Gender

Program Narrative:

- The Business Administration program prepares you for transfer into a four-year institution in the fields of accounting, business, economics, finance, marketing, and business administration. The program is accredited by the Accreditation Council for Business Schools and Programs (ACBSP).
- NCC's Business Administration program offers a balanced mix of liberal arts and specialized courses. Classes in accounting, business law, economics and statistics provide the foundation you'll need as you continue your education at a four year college or university.
- This program can be completed in the day or evening, on a full-time or part-time basis. If you are entering the Business Administration or Business Management degree programs in the evening, you can generally take most required courses during any semester, if you have the prerequisites. A few courses are not offered in the evening every semester so it's important to develop your schedule accordingly to avoid any delay in graduation.

Program Learning Outcomes: Graduates of the program will be able to:

- Communicate ideas effectively.
- Explain basic accounting and economic principles.
- Demonstrate an understanding of basic computer applications.
- Identify ethical and legal challenges within the business environment.

Transfer Information:

- This program prepares you for the following areas of concentration when transferring: accounting, finance, marketing, management, human resources management, business communications, economics, entrepreneurship, and international business.
- NCC has transfer agreement with East Stroudsburg University that allows the student upon completion of their AA degree to continue their pursuit of a Bachelor of Science degree in Management/Marketing on the NCC Bethlehem campus as a matriculated East Stroudsburg student.
- Other institutions that NCC students have transferred to are: Bloomsburg University, DeSales University, Drexel University, Kutztown University, Moravian College, Pennsylvania State University (Lehigh Valley), Temple University, West Chester University.

Career Information:

- Graduates with an associate's degree in Business Administration will be prepared for studies and careers in these other areas of concentration: Accounting, Marketing, Management, Human Resource Management, Business Communications, and Economics. This will lead to positions in: Corporate, Small and Business Management. Students can gain more information using the NCC [Career Coach](#) site.