



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

SEMESTER-BY-SEMESTER PROGRAM MAP FOR FULL-TIME STUDENTS

Courses are listed in preferred order of completion

Plans can be modified to fit student needs by adding more semesters

Choose your courses with your Advisor.

Developmental Education Courses (if required)			
<input type="checkbox"/>	ACLS050	Introduction to Academic Literacy	<input type="checkbox"/>
<input type="checkbox"/>	ENGL027	Writing Skills Workshop	<input type="checkbox"/>

Location: B= BETH, M= MROE, S=SBTH, E= ESTN, D= DIST *subject to change

	©	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	3	Comm	B, M, D, E	----	B, M, D, E	B, M, D	PRE: ENGL Placement Policy
	<input type="checkbox"/>	CMTH102	Introduction to Communication	3	Comm	B, M, D	----	B, M, D	B, M, D	
	<input type="checkbox"/>	CISC101	Introduction to Information Technology	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)	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 with a C or better
	<input type="checkbox"/>	BUSA232	Principles of Marketing	3		B, M, D	----	B, M, D	D	PRE: ENGL101
	<input type="checkbox"/>		AH General Education Elective	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 General Education Elective	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 General Education Elective	3	SIT or SSHB	B, M, D	D	B, M, D	B, M, D	Depends on the course selected
	<input type="checkbox"/>		Elective	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

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.

***It is the student's responsibility to be knowledgeable of NCC graduation requirements and to verify transfer requirements with the 4-year institution. Courses listed on the program map are based upon the assumption that prerequisites and courses taken in previous semesters will be successfully completed**

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 Courses
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 writing intensive / HIST113 is not writing intensive)

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)
GLBL 130 Intro to Global Studies
GLBL 160 Field Experience & Acad Research in GS
GLBL 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)
HIST183 Modern American History 1945-Present
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 - GLBL130, 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/Anthropology – 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.