



Business Administration- Associate in Arts (2022-2023 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"/>

	©	Course #	Course Title	Credits	Gen Ed	Pre-requisites / Co-requisites
Semester 1	<input type="checkbox"/>	COLS101	College Success	1		
	<input type="checkbox"/>	ENGL101	English I	3	Comm	PRE: ENGL Placement Policy
	<input type="checkbox"/>	CMTH102	Introduction to Communication	3	Comm	
	<input type="checkbox"/>	CISC101	Introduction to Information Technology	3	CL	
	<input type="checkbox"/>	MATH140	College Algebra	3	QL	PRE: MATH026 or Placement Policy
	<input type="checkbox"/>	ACCT101	Financial Accounting I	3		
			Total Semester Credits:	16		
Semester 2	<input type="checkbox"/>	ACCT151	Financial Accounting II	3		PRE: ACCT101
	<input type="checkbox"/>	ENGL151L	English II (Literature) (D)	3	Comm	PRE: ENGL101
	<input type="checkbox"/>	MATH165	Applied Calculus	3		PRE: MATH140 with a C or better
	<input type="checkbox"/>	BUSA232	Principles of Marketing	3		PRE: ENGL101
	<input type="checkbox"/>		AH General Education Elective	3	AH	Depends on the course selected
			Total Semester Credits:	15		
Semester 3	<input type="checkbox"/>	ACCT202	Managerial Accounting	3		PRE: ACCT101
	<input type="checkbox"/>	BUSA201	Business Statistics	4		PRE: MATH022 or Placement Policy
	<input type="checkbox"/>	BUSA205	Management Fundamentals	3		PRE: ENGL101
	<input type="checkbox"/>	ECON201	Macroeconomics	3	SSHB	
	<input type="checkbox"/>		SIT General Education Elective	3	SIT	Depends on the course selected
			Total Semester Credits:	16		
Semester 4	<input type="checkbox"/>	BUSA152	Business Law I	3		
	<input type="checkbox"/>	ECON251G	Microeconomics (WI)	3	SSHB	PRE:ENGL101
	<input type="checkbox"/>		Science Elective	4		Depends on the course selected
	<input type="checkbox"/>		SIT or SSHB General Education Elective	3	SIT or SSHB	Depends on the course selected
	<input type="checkbox"/>		Elective	3		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)	Societies & Institutions Over Time (SIT)	Science (SCI)	Electives for A.A. & A.S. Degrees
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 CMTH235 Understanding Culture Through 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 PHIL220 Existentialism PHIL 225 What is Freedom?	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 169G History of Latinos in the US HIST 173 Mod European History, 1815 to Present (G-WI) HIST 183 Modern American History 1945-Present HIST 210 History of Mod Science, 1859 to Present HIST 211 History of Pennsylvania INTS 201 Implementing Sustainable Energy System... INTS 202 The Architecture of the City: Classic to Contemp. 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 Resolution (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	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 180 Introduction to Forensic Science 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	Accounting – only ACCT 100, 101, 151, 201, 202, 251 Architecture – only ARCH 100 Art – only ARTA 101, 111, 162, 291, 292, 293 Biological Science – all BIOS except 281, 282, 283 Business – only BUSA 101, 115, 152, 201, 202, 205, 232, 272 Chemistry – only CHEM 105, 120, 135, 220, 225, 251, 260, 291, 292, 293, 294 College Success: COLS101, 120 Communications – all CMTH 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 104 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 courses up to a max of two credits Physics – all PHYS Political Science – all POLS Publishing- 101, 102 Psychology – all PSYC except 221 Sociology/Anthropology – all SOCA Special Education – SPED 160
	Scientific Study of Human Behavior (SSHB)		
	CJST 101 Intro to Criminal Justice		
ECON 201 Macroeconomics FDST110 Food and Identity GEOG 121 Environmental Sustainability (G-WI) GEOG 140 Investigating Climate Change) GEOG 271 Intro to Geographic Info Systems HUMA 250 Research Methods in Social Sciences (G-WI) INTS 250 Study Abroad PSYC 103 Introduction to Psychology (G-WI) PSYC 205 Research Methods 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			

Diversity (D) Electives

BIOS 126 Environmental Science	HIST 165 The American Experience of Warfare
BIOS 210 Environmental Biology	HIST 166 Civil War & Reconstruction
BUSA 115 Intro to International Business	HIST 168 History of the Middle East
CJST 101 Intro to Criminal Justice	HIST 169G History of Latinos in the US
CMTH 126 The Communication Arts	HIST 173 Mod Euro History: 1815-Present
CMTH 211 Plays: Classical to Contemporary	HIST 183 Modern American History 1945-Present
CMTH 215 Intercultural Communication	HUMA 121 American Work Experience
CMTH235 Understanding Culture Through Film	HUMA 140 Intro to Women and Gender Studies
DANC 101 Dance History	HUMA 150 Nature of the Environment
ENGL 151L English II (Literature)	HUMA210 Creativity and The Origin of Ideas
ENGL 205 American Literature I	INTS 201 Implement Sustain Energy Sys in Dev Com
ENGL 211 Plays: Classical to Contemporary	MATH 150 Introductory Statistics
ENGL 215 Multicultural Adolescent Literature	Modern Language - All MDLA Courses
ENGL 250 Latin American Literature	PHIL111 On Death and Dying
ENGL 251 British Literature II	PHIL 121 World Religions
ENGL 253 Creative Writing	PHIL 204 Asian Philosophies
ENGL 255 American Literature II	POLS 101 Introduction to Political Science
ENGL 256 Modern Poetry	POLS 105G American Constitutional Law
ENGL 257 20th Century Lit by Women	POLS 150 Peace Studies & Conflict Resolution (Study Abroad)
ENGL 260 Contemporary Literature	POLS 270 Politics of Modern Turkey (Study Abroad)
ENGL 264 Irish Literature	POLS 202 International Relations
ENGL 265 African-American Literature	POLS205 Women & Politics
ENGL 267 Poetry Writing	POLS 251 State & Local Government
GEOG 101 World Geography	PSYC 230 Introduction to Health Psychology
GEOG 121 Environmental Sustainability	PSYC 258 Developmental Psychology
GEOG 151 Geography of the U.S. and Canada	SOCA 102 Cultural Anthropology
GEOG 210 Weather and Climate	SOCA103 Principles of Sociology
GLBL 130 Intro to Global Studies	SOCA 105 American Ethnicity
GLBL 160 Field Experience & Acad Research in GS	SOCA 125 Sociology of Families
GLBL 230 Global Studies Capstone	SOCA 150 Deviance
HIST 113 American History I	SOCA160 Issues in Cont Genocide & Mass Violence
HIST 121 The Black Experience	SOCA204 Social Problems
HIST 140 Modern Chinese History	

Writing Intensive Gen Ed Courses (WI)

BIOS105G Contemporary Biology
CMTH 211G Plays: Classical to Cont
ENGL 201G British Literature I
ENGL 203G Shakespeare
ENGL 205G American Literature I
ENGL 211G Plays: Classical to Contemporary
ENGL 215G Multicultural Adolescent Literature
ENGL 250G Latin American Literature
ENGL 251G British Literature II
ENGL 255G American Literature II
ENGL 256G Modern Poetry
ENGL 257G 20th Century Lit by Women
ENGL 260G Contemporary Literature
ENGL 264G Irish Literature
ENGL 265G African-American Literature
GEOG 121G Environmental Sustainability
GEOG 151G Geography of the US & Canada
HIST 113G American History I
HIST 121G The Black Experience
HIST 153G Found of Mod Euro Hist (1300-1815)
HIST 165G The American Experience of Warfare
HIST 166G Civil War and Reconstruction
HIST 168G History of the Middle East
HIST 169G History of Latinos in the US
HIST 173G Mod Euro History, 1815 to Present
HUMA 121G The American Work Experience
HUMA 140G Intro to Women & Gender Studies
HUMA250G Research Methods in the Social Sciences
PHIL 111G On Death and Dying
PHIL 202G Ethics and Moral Problems
POLS 105G American Constitutional Law
POLS 110G American National Government
POLS 205G Women and Politics
POLS 251G State and Local Government
PSYC 103G Introduction to Psychology
PSYC 258G Developmental Psychology
SOCA 102G Cultural Anthropology
SOCA 103G Principles of Sociology
SOCA 125G Sociology of Families

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.