Department of Business

Mission

The mission of the Business Administration Department is to prepare and graduate students for careers in business, government and non-profit organizations by providing a broad professional education. The business administration program is structured around a group of technical courses, which exposes students to the basic tools of quantitative methods, accounting, and economic theory. In addition, the program offers a core of management and leadership courses that integrate culture, language, and ethics, to enable future business leaders to meet the challenges of today’s global environment.

Furthermore, the Business Administration program seeks to infuse NHU students with a deep understanding of the Hispanic culture and its relationship to other cultures, and to enable students to apply such knowledge to the various functional areas of business.

The NHU Associate of Arts Degree in Business Administration requires a minimum of 67 units with an average grade of 2.0 or higher. The NHU Bachelor of Arts Degree in Business Administration requires a minimum of 125 units with an average grade of 2.0 or higher.

Credits may be transferred from other authorized, approved, or accredited colleges and universities upon evaluation.

Vision

The vision of the Business Department is to be a recognized nationally competitive leader in business education with a reputation for producing highly successful Hispanic or other minorities managers and leaders. To this end, the department will strive to combine excellent student learning experiences in an intimate environment.

Goals

In the broadest sense our goal is to offer a business program that enhances students’ competence in business administration, fosters their intellectual curiosity, and develops the personal skills necessary to be an effective manager. Our department is characterized by its professional attitude, the diversity of its largely work-experienced faculty and its close student-faculty relationship. In addition, the faculty believes that much learning takes place through good classroom instruction and establishing informal contacts with and among students.

Upon completion of the program NHU business graduates should effectively demonstrate the following:

1. business communication skills, including written, oral and presentation skills consistent with those of early career business professionals;

2. the ability to integrate knowledge across the business disciplines to offer solutions to problems commonly encountered in business;

3. knowledge of quantitative and qualitative methods commonly employed in business;

4. teamwork, management and leadership skills; and

5. commitment and appreciation for cultural, gender and ethical principles

Associate of Arts Degree in Business Administration

The curriculum in the Associate of Arts degree in Business Administration is designed with a two-fold purpose:

- To prepare the student to enter a four-year University to obtain a Bachelor’s degree for professional careers in related fields, and
- To provide students with knowledge and skills to enter the workforce.

In order to meet the academic requirements for graduation with an Associates of Arts Degree in Business Administration from the National Hispanic University, the student must complete a minimum of 67 units of college credit, including:

- A minimum of 27 units of General Education to satisfy the GE Breadth requirement, including 7 NHU Core Courses;

- All required Business Administration Courses (or their equivalent); 24 units;

- 9 general elective units;

- Attain an overall grade point average of “C” (2.0) or higher.
General Plan

NHU Core Courses  7 units
General Education Courses  27 units
Business Administration Courses  24 units
Business Administration Electives  9 units
Total  67 units

NHU Core Courses

INF 100  1 unit
Information Competency

CS 100  3 units
Introduction to Computers

CS 103  3 units
Advanced Computer Applications

General Education Courses

Area A: Communication In the English Language and Critical Thinking (9 units)

Oral Communication
SPC 100  3 units
Public Speaking

Written Communication
ENG 100  3 units
English Composition and Reading

Critical Thinking
ENG 201  3 units
Critical Thinking, Reading, and Writing Across the Curriculum

Area B: Physical Universe and Its Life Forms: (3 units)

Mathematics
MAT 100  3 units
College Algebra

Area C: Arts, Literature, Philosophy, and Foreign Languages (6 units)

Letters
PHL 100  3 units
Introduction to Philosophy

Humanities
ENG 250  3 units
Contemporary Multicultural Literature

Area D: Social, Political and Economic Institutions and Behavior (6 units)

Comparative Systems
HIS 100  3 units
U.S. History I

Social Issues
HIS 201  3 units
U.S. History II

Area E: Lifelong Understanding and Self Development (3 units)

ANT 125  3 units
Human Understanding and Development

OR

UNI 100  3 units
First-Year Seminar

Business Administration Courses

BUS 101  3 units
Introduction to Business

BUS 111  3 units
Personal and Professional Skills Integration

BUS 120  3 units
Microeconomics

BUS 121  3 units
Macroeconomics

BUS 240  3 units
Financial Accounting

BUS 245  3 units
Managerial Accounting
BUS 250   3 units
Legal Environments of Business

BUS 260   3 units
Business Statistics

Business Administration Electives
Students may choose 9 units from any other area of study.

Bachelor of Arts Degree in Business Administration
In order to meet the academic requirements for graduation with a Bachelor of Arts degree in Business Administration from The National Hispanic University, the student must:

- Complete a minimum of 125 units of college credit;
- Satisfy NHU General Education Breadth requirements as described in this catalog;
- Meet requirements for NHU Core Courses;
- Meet requirements for major as described in this catalog;
- Complete a minimum of the University’s 30-semester units residency;
- Complete a minimum of 15 upper division units for graduation;
- Attain an overall grade point average of “C” (2.0) or higher with a “C” (2.0) or higher in all units attempted in the major.

In addition, students must:

- File a petition to graduate form to the Department Chair;
- Ensure that all financial obligations to the University have been met, including payment of outstanding fees.

General Plan

<table>
<thead>
<tr>
<th>Course Type</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>NHU Core Courses</td>
<td>10 units</td>
</tr>
<tr>
<td>General Education Courses</td>
<td>49 units</td>
</tr>
<tr>
<td>- Lower Division (40 units)</td>
<td></td>
</tr>
<tr>
<td>- Upper Division (9 units)</td>
<td></td>
</tr>
<tr>
<td>Business Administration Courses</td>
<td>66 units</td>
</tr>
<tr>
<td>- Lower Division (24 units)</td>
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<tr>
<td>- Upper Division (42 units)</td>
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<tr>
<td>Total</td>
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NHU Core Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>INF 100</td>
<td>1 unit</td>
</tr>
<tr>
<td>CS 100</td>
<td>3 units</td>
</tr>
<tr>
<td>CS 103</td>
<td>3 units</td>
</tr>
<tr>
<td>SPA 100</td>
<td>3 units</td>
</tr>
<tr>
<td>SPA 230</td>
<td>3 units</td>
</tr>
</tbody>
</table>

General Education Courses

Lower Division Requirements (40 units)

Area A: Communication In the English Language and Critical Thinking (9 units)

- Oral Communication
  - SPC 100 | 3 units |
  - Public Speaking

- Written Communication
  - ENG 100 | 3 units |
  - English Composition and Reading

- Critical Thinking
  - ENG 201 | 3 units |
  - Critical Thinking, Reading, and Writing Across the Curriculum

  OR
  - PHL 200 | 3 units |
  - Introduction to Logic

Area B: Physical Universe and Its Life Forms: (10 units)

- Physical Science
  - GEO 200 | 3 units |
  - Physical Geography

- Life Science
  - BIO 100 | 4 units |
  - General Biology

- Mathematics
MAT 100 3 units
College Algebra

Area C: Arts, Literature, Philosophy, and Foreign Languages: (9 units)

Arts
ART 100 3 units
Art Appreciation

Letters
PHL 100 3 units
Introduction to Philosophy

Humanities
ENG 250 3 units
Contemporary Multicultural Literature

Area D: Social, Political and Economic Institutions and Behavior (9 units)

Human Behavior
ANT 100 3 units
Introduction to Anthropology

OR
PSY 100 3 units
Introduction to Psychology

Comparative Systems
HIS 100 3 units
U.S. History I

Social Issues
HIS 201 3 units
U.S. History II

Area E: Lifelong Understanding and Self Development (3 units)

ANT 125 3 units
Human Understanding and Development

OR
UNI 100 3 units
First-Year Seminar

Upper Division Requirements (9 units)

Area I: Advanced Written Composition (3 units)
ENG 300 3 units
Advanced Writing Skills

Area II Human Expression Across the Globe (3 units)

ENG 301 3 units
World Literature

OR
PHL 300 3 units
Personal, Professional, and Social Ethics

Area III: World Issues and Problems (3 units)

HIS 414 3 units
World History I

OR
SPC 300 3 units
Argumentation and Advocacy of World Issues

Business Administration Major Courses

Lower Division Requirements (24 units)

BUS 101 3 units
Introduction to Business

BUS 111* 3 units
Personal and Professional Skills Integration

BUS 120 3 units
Microeconomics

BUS 121 3 units
Macroeconomics

BUS 240 3 units
Financial Accounting

BUS 245 3 units
Managerial Accounting

BUS 250 3 units
Legal Environments of Business

BUS 260 3 units
Business Statistics

Upper Division Requirements (30 units)

BUS 325 3 units
Business Communication

BUS 351 3 units
Business Ethics

BUS 368 3 units
Project Management
BUS 370 3 units
Principles of Marketing

BUS 381 3 units
Management and Organizational Behavior

BUS 431 3 units
International Business

BUS 440 3 units
Financial Management

BUS 450 3 units
Strategic Management

BUS 480 3 units
Leadership

BUS 498 3 units
Supervised Senior Practicum

**Upper Division Elective Requirements * (12 of 18 units)**

BUS 331 3 units
Small Business Management

BUS 372 3 units
Sales Techniques and Management

BUS 375 3 units
Consumer Behavior

BUS 377 3 units
Hispanic Marketing

BUS 382 3 units
Human Resource Management

BUS 476 3 units
International Marketing

* 12 units replaceable as electives. A student may replace these courses if:

- It is a GE course that exceeds NHU allowable GE courses

OR

- It is a course from another major not transferable as another NHU Business course.

Note: All Computer Science classes except for CS 110, CS 490A and CS 490B consist of 2 lecture units and 1 lab unit.