### ACADEMIC DEPARTMENTS

#### DEPARTMENT OF BUSINESS

**Mission**

The mission of the Business 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 expose students to the basic tools of quantitative methods, accounting, and economic theory, and 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 onto 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.

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**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;
  - And 9 general elective units;
  - Attain an overall grade point average of “C” (2.0) or higher.

#### General Plan

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>NHU Core Courses</td>
<td>7 units</td>
</tr>
<tr>
<td>General Education Courses</td>
<td>27 units</td>
</tr>
<tr>
<td>Business Administration Courses</td>
<td>24 units</td>
</tr>
<tr>
<td>Business Administration Electives</td>
<td>9 units</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>67 units</strong></td>
</tr>
</tbody>
</table>

#### NHU Core Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>INF 100</td>
<td>Information Competency</td>
<td>1 unit</td>
</tr>
<tr>
<td>CS 100</td>
<td>Introduction to Computers</td>
<td>3 units</td>
</tr>
<tr>
<td>CS 103</td>
<td>Advanced Computer Applications</td>
<td>3 units</td>
</tr>
</tbody>
</table>
General Education Courses

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

Oral Communication
SPC 100  3 units
Speech

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
Introduction to Logic

Area B: Natural Life Science and Mathematics
(3 units)

Mathematics
MAT 100  3 units
College Algebra

Area C: Arts, Letters, and Humanities
(6 units)

Letters
PHL 100  3 units
Introduction to Philosophy

Humanities
ENG 250  3 units
Contemporary Multicultural Literature

Area D: Social and Behavioral Science
(6 units)

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

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

Area E: Life-Long Understanding and Cultural Diversity
(3 units)

ETH 134  3 units
Chicano/Latino Culture

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 51 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 formal application for a degree with the University at the completion of 100 units;
- Ensure that all financial obligations to the University have been met, including payment of outstanding fees.

### General Plan

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>NHU Core Courses</td>
<td>10</td>
</tr>
<tr>
<td>General Education Courses</td>
<td>49</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</td>
</tr>
<tr>
<td>- Lower Division (24 units)</td>
<td></td>
</tr>
<tr>
<td>- Upper Division (42 units)</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>125</strong> units</td>
</tr>
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</table>

### NHU Core Courses

<table>
<thead>
<tr>
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<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>INF 100</td>
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<tr>
<td>Information Competency</td>
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<td>3</td>
</tr>
<tr>
<td>Advanced Computer Applications</td>
<td></td>
</tr>
<tr>
<td>SPA 100</td>
<td>3</td>
</tr>
<tr>
<td>Elementary Spanish I</td>
<td></td>
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<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>SPA 230</td>
<td></td>
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<tr>
<td>Spanish for the Spanish Speaker</td>
<td></td>
</tr>
</tbody>
</table>

### General Education Courses

#### Lower Division Requirements (40 units)

**Area A: Communication In the English Language (9 units)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oral Communication</td>
<td></td>
</tr>
<tr>
<td>SPC 100</td>
<td>3</td>
</tr>
<tr>
<td>Speech</td>
<td></td>
</tr>
<tr>
<td>Written Communication</td>
<td></td>
</tr>
<tr>
<td>ENG 100</td>
<td>3</td>
</tr>
<tr>
<td>English Composition and Reading</td>
<td></td>
</tr>
<tr>
<td>Critical Thinking</td>
<td></td>
</tr>
<tr>
<td>ENG 201</td>
<td>3</td>
</tr>
<tr>
<td>Critical Thinking, Reading, and</td>
<td></td>
</tr>
<tr>
<td>Writing Across the Curriculum</td>
<td></td>
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<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>PHL 200</td>
<td>3</td>
</tr>
<tr>
<td>Introduction to Logic</td>
<td></td>
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</tbody>
</table>

**Area B: Natural Life Science and Mathematics (10 units)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>Physical Science</td>
<td></td>
</tr>
<tr>
<td>GEO 200</td>
<td>3</td>
</tr>
<tr>
<td>Physical Geography</td>
<td></td>
</tr>
<tr>
<td>Natural Science</td>
<td></td>
</tr>
<tr>
<td>BIO 100</td>
<td>4</td>
</tr>
<tr>
<td>General Biology</td>
<td></td>
</tr>
<tr>
<td>Mathematics</td>
<td></td>
</tr>
<tr>
<td>MAT 100</td>
<td>3</td>
</tr>
<tr>
<td>College Algebra</td>
<td></td>
</tr>
</tbody>
</table>
Area C: Arts, Letters, and Humanities (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 and Behavioral Science (9 units)

**Human Behavior**
ANT 100  3 units
Introduction to Anthropology

**Comparative Systems**
HIS 100  3 units
History I

**Social Issues**
HIS 201  3 units
History II

Area E: Life-Long Understanding and Cultural Diversity (3 units)

**Area E: Life-Long Understanding and Cultural Diversity**
ETH 134  3 units
Chicano/Latino Culture

**Upper Division Requirements (9 units)**

ENG 300  3 units
Advanced Writing Skills

ENG 301  3 units
World Literature

HIS 414  3 units
World History

**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.