



Business Administration Evening Program

The Bachelor of Science in Business Administration Evening Program is an accelerated degree completion program that provides students a comprehensive and balanced perspective on contemporary business and improves their decision making on organizational issues. Tracks extend the career emphasis and are available in management, accounting/finance and marketing/communications.

Completing your B.S. in Business Administration in a timely manner is made possible by taking seven-week, primarily upper-division, accelerated courses that meet once a week in the evenings and on weekends. Students work closely with their academic advisors to use both NDNU and other resources to minimize both cost and time to completion. Coursework incorporates hands-on projects, and practical knowledge applicable to contemporary work challenges.

Knowledge and Skills

Students will:

- Acquire and demonstrate analytical and problem solving skills within various disciplines of business: accounting, economics, finance, management, and marketing;
- Learn to describe, discuss and analyze current events in American business with attention to the global, social, and ethnical dimensions of events;
- Acquire the communication, research and technological skills needed to analyze a business situation (problem and/or opportunity), and prepare and present a management report;
- Develop critical thinking abilities and a foundation of ethical principles that allows them to work effectively, respectfully, ethically and professionally with people of diverse ethnic, cultural, gender and other backgrounds.

Distinctions of the Evening Business Administration Program

- NDNU's location attracts students from a diverse business environment and enables us to offer small classes in convenient locations both on campus and at Cañada College.
- Courses taught by a combination of full-time doctorally qualified faculty and part-time experts in the fast-changing business climate.
- The program is broadly based, its coursework ensuring that students are prepared to meet diverse real world challenges and to immediately apply their learning to advance their careers.

NDNU is accredited by the Western Association of Schools and Colleges (WSCUC) and the Business Administration program by the Accreditation Council for Business Schools and Programs (ACBSP).

Contact Information

Undergraduate Admissions
(650) 508-3600
eve.admit@ndnu.edu

Dr. Therese Madden
Program Director
(650) 508-3601
tmadden@ndnu.edu

Judy King
Asst. Director of Advising
(650) 508-3622
jking@ndnu.edu

1500 Ralston Avenue
Belmont, CA 94002
www.ndnu.edu

Visit the blog:
<http://ndnuprofessionalstudies.wordpress.com>

Prerequisites (not necessary to complete before admission) (12 units)

Introduction to Financial Accounting	Statistics
Macroeconomics	Microeconomics

Required Upper Division (27 units) – All courses are three semester units

Management Principles & Organizational Behavior
 Legal Environment of Business
 Professional Ethics and Social Responsibility
 Contemporary Professional Writing
 Marketing Principles
 International Business (CDiv)
 Operations & Info Technology Systems
 Corporate Finance
 Business Policy and Strategy

Students choose 9 additional Upper Division units from any of the following

Marketing/Communications

Entrepreneurial Marketing/Management
 Marketing for NonProfits
 Communication Skills
 Media, Politics, and Society
 Social Media

Management

Business Leadership
 Change and Conflict Management
 Women in Management
 Human Resource Management
 Project Management
 Managing Cultural Diversity
 Human Relations in Organizations
 Stress in the Workplace

Accounting and Finance

Federal Income Tax
 Financial Analysis and Modeling
 Money, Markets, Financial Institutions
 Personal Financial Planning
 Internship

Required General Education (Core Curriculum) Courses

Most students finish these courses as part of lower division studies; however, if any are missing, they may be taken during a students' tenure at NDNU, either at a community college (lower division) or as part of upper division (NDNU) units counting toward the 46 needed.

<u>Course Category</u>	<u>Units</u>
English Composition	3
World History	3
History	3
Mathematics	3
Philosophy	3
Religion	6
Natural or Physical Sciences	3
Social and Behavioral Sciences	6
English Literature	3
Visual and Performing Arts	3
Culture and Language	6
Total Gen. Ed. Units Required	42
<i>6 units must fulfill cultural diversity</i>	
<i>3 units must be upper division writing and may be a class taken at NDNU</i>	

Lower Division: 78 Units (Community College)	Upper Division: 46 Units (NDNU)	Total Units: 124
---	------------------------------------	------------------