



**17-104-5 BUSINESS ADMINISTRATION SPECIALIST**  
**2019-20 CERTIFICATE CURRICULUM CHECKLIST**  
**WISCONSIN INDIANHEAD TECHNICAL COLLEGE (WITC)**  
**ASHLAND \*, NEW RICHMOND \*, RICE LAKE \*, SUPERIOR \***  
*\*Combination of Online, In-person, and Interactive Television (ITV) instruction*

Name/ID \_\_\_\_\_

Date \_\_\_\_\_

Certificate courses are scheduled on an ongoing basis.

To search for available courses, go to the W I T C webpage and click on "Find A Class" at the top of the page

CATALOG NUMBER	COURSE TITLE	HOURS PER WEEK		CREDITS		NOTES	DATE COMPLETED	TRANSFER OR GRADE
10-104-198 OR 10-116-100	Managing Human Resources OR Human Resource Management	3	hours per week	3	credits			
10-105-100	Introduction to Business	3	hours per week	3	credits			
10-105-125	Business Law	3	hours per week	3	credits			
10-145-101	Entrepreneurship	4	hours per week	3	credits			
10-196-191	Supervision	3	hours per week	3	credits			
10-801-197	Technical Reporting	3	hours per week	3	credits			
	<b>TOTAL CREDITS</b>			<b>18</b>	credits			
	<b>CERTIFICATE REQUIREMENTS</b>			<b>18</b>	<b>Total Credits</b>			

Please be advised that low enrollment class sections may be cancelled. You will be contacted by Student Services with information on other class sections available in alternate formats.

*CERTIFICATE REQUIREMENTS: Although your academic advisor can provide guidance, you are ultimately responsible for selecting courses that meet a certificate's completion requirements. This certificate requires a GPA of 2.0 in a 4.0 grade system to complete.*