



**17-104-5 BUSINESS ADMINISTRATION SPECIALIST  
2020-21 CERTIFICATE CURRICULUM CHECKLIST  
WISCONSIN INDIANHEAD TECHNICAL COLLEGE (W I T C)  
ASHLAND\*, NEW RICHMOND\*, RICE LAKE\*, SUPERIOR\*  
\*Combination of Online, In person, and Web Conferencing 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
10104198 OR 10116100	Managing Human Resources OR Human Resource Management	3 hours per week	3 credits			
10105100	Introduction to Business	3 hours per week	3 credits			
10105125	Business Law	3 hours per week	3 credits			
10145101	Entrepreneurship#	4 hours per week	3 credits			
10196191	Supervision	3 hours per week	3 credits			
10801197	Technical Reporting	3 hours per	3 credits			
	<b>TOTAL CREDITS</b>		18			
	<b>CERTIFICATE REQUIREMENTS</b>		<b>18 Credits</b>			

# It is strongly recommended that students have previous work experience or completed coursework in marketing, finance, human resources, and accounting prior to registering for this course.

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.*

All prerequisite/corequisite courses must be completed with a grade point of 2.0 or better.

Revised 2/01/2021