



17-104-5 BUSINESS ADMINISTRATION SPECIALIST
2022-23 CERTIFICATE CURRICULUM CHECKLIST
NORTHWOOD TECHNICAL COLLEGE
ASHLAND*, NEW RICHMOND*, RICE LAKE*, SUPERIOR*
 *Combination of Online and On Site instruction

Name/ID _____

Date _____

Certificate courses are scheduled on an ongoing basis.

To search for available courses, go to the Northwood Tech 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			
	TOTAL CREDITS		18			
	CERTIFICATE REQUIREMENTS		18 Credits			

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.

If you have difficulty accessing this content or notice any accessibility problems, please contact the Northwood Tech Curriculum Office at curriculum.office@NorthwoodTech.edu or 715.788.7090. You will receive a response within 5 business days.

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 7/19/2021