Overview
The Business Administration Specialist certificate will prepare you for success in today's business world. Areas of emphasis include supervision, human resource management, and business law.

Special Features
This certificate is completely focused on the key areas of business administration.

Student Profile
As a Business Administration Specialist certificate student, you should be able to:

• Work with people and ideas in a team setting
• Work with numbers and charts
• Cope in a competitive environment
• Be friendly and tactful with clients
• Use various computer applications

Preparation for Admission
The following experiences will help you prepare for this certificate:

• Mathematics
• Accounting
• Keyboarding
• Basic computer skills
• Prior work experience

Outcomes
Employers will expect you, after completing this certificate, to be able to:

• Handle basic functions of a business office.
• Make informed decisions regarding business transactions.
• Document business transaction and planning documents.
• Communicate and relate with clients, peers, and supervisors.

Career Outlook
After completing this certificate, you will be qualified to become an integral support employee in a business firm.

Curriculum

<table>
<thead>
<tr>
<th>Number</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>10104198</td>
<td>Managing Human Resources</td>
<td>3</td>
</tr>
<tr>
<td>10105100</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>10105125</td>
<td>Business Law</td>
<td>3</td>
</tr>
<tr>
<td>10145100</td>
<td>Small Business Management</td>
<td>3</td>
</tr>
<tr>
<td>10196191</td>
<td>Supervision</td>
<td>3</td>
</tr>
<tr>
<td>10801197</td>
<td>Technical Reporting</td>
<td>3</td>
</tr>
</tbody>
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CERTIFICATE REQUIREMENTS 18

This course requires a prerequisite and/or corequisite, and must be completed with a grade of “C-” or better.

Out of:
New Richmond
Rice Lake
Superior