

# Business Management

PROGRAM CODE: 31-102-3



Technical Diploma



COURSE	CREDITS
<b>ACCTG-110</b> Financial Accounting ^..... (or) ACCTG-111 Accounting 1	3
<b>BADM-106</b> MS Office for Business Applications ^ .....	3
<b>BADM-134</b> Business Organization and Management ^ .....	3
<b>ENG-195</b> Written Communication ‡..... (or) ENG-201 English 1 ‡	3
<b>BADM-110</b> Business Communications With Technology..... (or) ENG-208 Technical Communications ‡ (or) ENG-202 English 2 ‡	3
<b>BADM-120</b> Business Analysis ‡.....	3
<b>BADM-145</b> Small Business Management ‡.....	3
<b>BADM-192</b> Risk Management and Insurance ^ .....	3
<b>MATH-107</b> College Mathematics ‡..... (or) Any 200-level MATH course	3

**Location:** Downtown Milwaukee Campus, Mequon Campus, Oak Creek Campus, Online Campus, West Allis Campus

**Start Dates:** August and January

**Admission Requirement:** High school diploma or GED

**Transfer:** Will transfer to one or more four-year institutions

**Financial Aid Eligible:** Yes.

Apply at [fafsa.gov](https://fafsa.gov). Use School Code 003866.

### Program Description

Move forward toward your career goals with a strong foundation of business knowledge, including management, business communications, office technologies, accounting and risk management.

### Career Outlook

Graduates possess skills to begin a career in many business settings. Self-employed business owners also will profit from this program.

### Program Learning Outcomes

- Plan the operations of a business across functional areas.
- Organize resources to achieve the goals of the organization.
- Direct individuals and/or processes to meet organizational goals.
- Control business processes.



**Complete Program Details**

**QUESTIONS?** 414-456-5323, 414-297-8903 or [leadpathway@matc.edu](mailto:leadpathway@matc.edu)

### CREDITS

Total credits needed to complete this diploma

**27**

‡ Prerequisite required.

^ Counts toward earning the Business Management Trainee certificate. Program curriculum requirements are subject to change.

**Current MATC students should consult their Academic Program Plan for specific curriculum requirements.**