

# Business Management

PROGRAM CODE: 31-102-3

TD

Technical Diploma



**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 equivalent

**Financial Aid Eligible:** Yes. Use code 003866 at fafsa.gov.

## 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

- Implement operational plans across functional areas.
- Direct individuals to meet organizational goals.
- Coordinate activities to meet organizational goals.

## COURSES

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

## 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.

MATC courses are offered in person, entirely online or partially online. Check each course's delivery options in Self-Service at [selfservice.matc.edu](https://selfservice.matc.edu).



## Complete Program Details

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