



Business Management

TECHNICAL DIPLOMA

Program Code: 31-102-3

All campuses (Also offered online)

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.

You can earn the Business Management Trainee certificate on your way to completing this program. After earning this technical diploma, your credits can be applied to completing the Business Management associate degree.

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

Admission Requirement

- A high school diploma or GED



Business & Management
MILWAUKEE AREA *Technical College*

matc.edu | 414-297-MATC

Start dates: August and January

**For complete information, go to
matc.edu/course-catalog/business-management**

To apply for financial aid, visit fafsa.gov School Code: 003866

| COURSES | Credits |
|--|----------------|
| ACCTG-110 Financial Accounting ^ (or) ACCTG-111 Accounting 1 | 3 |
| 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 |
| (or) LOGMGT-146 Operations Management | |
| BADM-192 Risk Management and Insurance ^ | 3 |
| MATH-107 College Mathematics ‡ | 3 |
| (or) Any 200-level MATH course | |

TOTAL CREDITS: 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.**

Possible Careers

- Coordinator
- Manager
- Supervisor
- Team Leader
- Entrepreneur

Related Programs

- Business Management Trainee
- Business Management (associate degree)
- Entrepreneurship



matc.edu or 414-297-MATC
 Wisconsin Relay System 711

Downtown Milwaukee Campus
 700 West State Street

Mequon Campus
 5555 West Highland Road

Oak Creek Campus
 6665 South Howell Avenue

West Allis Campus
 1200 South 71st Street

**MATC Education Center
 at Walker's Square**
 816 West National Avenue, Milwaukee