

Business Administration Certificate

Certificate Number 90-104-0

Description:

This certificate is an 18-credit program designed to develop understanding of basic concepts and skills in general business. The program is offered on a flexible schedule to include online, video (Technical College of the Air), self-paced, accelerated, or weekend courses. There are no pre-requisites for the courses included in the certificate. The certificate could be completed in one or two semesters.

Requirements for Certificate Entry:

- Basic math.
- Ability to use a keyboard.

Certificate Completers Will be Able to:

- Demonstrate basic knowledge of contemporary business issues.
- Explore career options in business.

Curriculum

CATALOG #	DESCRIPTION	CREDITS
10-101-106 <i>Offered in:</i> <i>Summer 2008</i> <i>Fall 2008</i> <i>Spring 2009</i>	Accounting-for Non-Accountants... Teaching non-accountants to read, analyze, and interpret financial information for making informed business decisions. This class de-emphasizes the use of debits, credits, journal entries and other accounting procedures.	3
10-102-158 <i>Offered in:</i> <i>Summer 2008</i> <i>Fall 2008</i> <i>Spring 2009</i>	Business-Intro... organization/management process of human resources, production, operations, marketing, distribution, and finances risk management ethics/legalistic management international business accounting, computers, and data processing.	3
10-102-150 <i>Offered in:</i> <i>Summer 2008</i> <i>Fall 2008</i> <i>Spring 2009</i>	Law-Business... common law contracts and sales contracts: formation, interpretation, performance, and discharge the law of agency corporations and introduction to the American legal system: criminal and tort law, and global business issues.	3
10-104-110 <i>Offered in:</i> <i>Summer 2008</i> <i>Fall 2008</i> <i>Spring 2009</i>	Marketing Principles... marketing management, market segmentation, market research, consumer behavior, product decisions and management of distribution, pricing, promotional decisions for strategy planning.	3
10-196-191 <i>Offered in:</i> <i>Fall 2008</i> <i>Spring 2009</i>	Supervision... application of strategies and transition to a contemporary front-line leadership role including day-to-day operations, analysis, delegation, controlling, staffing, leadership, problem solving, team skills, motivation, and training.	3

continued

For more information, please contact: The Business & Information Technology Division, (920) 498-5435 or (800) 422-NWTC, extension 5435, or contact Donna Meves, Flexible Learning Manager, (920) 498-6872 or (920) 498-5431, donna.meves@nwtc.edu

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Certificate Number 90-104-0 (continued)

CATALOG #	DESCRIPTION	CREDITS
	<i>Choose three of the following courses:</i>	
10-103-121 <i>Offered in: Summer 2008 Fall 2008 Spring 2009</i>	Micro: Word-Intro ...word processing basics including creating, revising, formatting, and printing sections, tabs, multiple-page numbering manipulating text creating headers/footers creating and formatting tables, graphics, creating charts applying styles and merging documents. Requires Windows experience.	1
10-101-190 <i>Offered in: Summer 2008 Fall 2008 Spring 2009</i>	Accounting-QuickBooks ...an introductory course in using QuickBooks to create vendor/employee accounts, invoices, budgets, profit/loss statements, balance sheets, A/R, A/P, journals, graphs.	1
10-111-103 <i>Offered in: Summer 2008 Fall 2008 Spring 2009</i>	Graphic Workstations ...explore the Macintosh Operating System and applications including iPhoto, iTunes, iMovie, GarageBand, FontBook, Sherlock, iCal, AddressBook and Dashboard. Learn to navigate the Mac Operating System and manage files and folders.	1
10-103-141 <i>Offered in: Summer 2008 Fall 2008 Spring 2009</i>	Micro: Access-Intro ...creating and modifying database tables, compacting a database, managing records, defining table relationships, creating queries, calculations, and aggregate functions, sorting, and using form and report wizards. Requires Windows experience.	1
10-103-131 <i>Offered in: Summer 2008 Fall 2008 Spring 2009</i>	Micro: Excel-Intro ...creating a worksheet, enhancing worksheet appearance, moving and copying data, using formulas and functions, creating charts and using clip art. Requires Windows experience.	1
10-103-151 <i>Offered in: Summer 2008 Fall 2008 Spring 2009</i>	Micro: PowerPoint-Intro ...presentation development skills such as: graphics, tables, diagrams, shapes, design themes, sounds, animations, slide transitions, and integration with other software. Requires Windows and MS Word experience.	1
<i>Certificate Total</i>		18

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