



**17-104-5 BUSINESS ADMINISTRATION SPECIALIST
2025-26 REQUIRED COURSES**

NORTHWOOD TECHNICAL COLLEGE

ASHLAND*, NEW RICHMOND*, RICE LAKE*, SUPERIOR*

OUTREACH CENTERS: BALSAM LAKE*, HAYWARD*, LADYSMITH*

***Combination of Online, Your Choice or On Site instruction. Select courses are available at the Northwood Tech Outreach Centers. Please contact your local campus for specifics.**

Name/ID _____

Date _____

Certificate courses are scheduled on an ongoing basis.

To search for available courses, go to the Northwood Tech webpage and click on "Find A Class" at the top of the page.

CATALOG NUMBER	COURSE TITLE	*HOURS PER WEEK	CREDITS	NOTES	DATE COMPLETED	TRANSFER OR GRADE
10104198 OR 10116100	Managing Human Resources OR Human Resource Management	3 hours per week	3 credits			
10105100	Introduction to Business	3 hours per week	3 credits			
10105125	Business Law	3 hours per week	3 credits			
10145101	Entrepreneurship#	4 hours per week	3 credits			
10196191	Supervision	3 hours per week	3 credits			
10801197	Technical Reporting	3 hours per week	3 credits			
	TOTAL CREDITS		18 Credits			

*Hours per week represents periods of instruction and/or work-based learning hours per week (class hours). Additional time may be required outside of class to complete assignments. For more details on what you can expect outside of class, please see the "Expectations Outside of the Classroom" section of the Student Handbook.

It is strongly recommended that students have previous work experience or completed coursework in marketing, finance, human resources, and accounting prior to registering for this course.

Please be advised that low-enrollment class sections may be canceled. You will be contacted by Student Services with information on other class sections available in alternate formats.

CERTIFICATE REQUIREMENTS: Although your academic advisor can provide guidance, you are ultimately responsible for selecting courses that meet a certificate's completion requirements. This certificate requires a GPA of 2.0 in a 4.0 grade system to complete.

EARN CREDIT FOR WHAT YOU ALREADY KNOW: [Visit Credit for Prior Learning for more information](#)

If you have difficulty accessing this content or notice any accessibility problems, please contact the Northwood Tech Curriculum Office at curriculum.office@NorthwoodTech.edu or 715.752.8128. You will receive a response within 5 business days.

All prerequisite/corequisite courses must be completed with a grade point of 2.0 or better. Revised 7.17.24