Associate in Applied Science (AAS)  
Program Code: 10-102-3  
Total Credits: 63-65

Mid-State's Business Management program provides a broad business background that prepares individuals to work in middle management or run a business. Students develop general technical and interpersonal skills related to management, finance, operations, customer service management, ethics, and much more. Guest speakers, field trips, business tours, and professional organization presentations are combined with hands-on simulations, mock interviews, and projects for local businesses. Students may choose a specialization track, such as entrepreneurship or health care management.

Salary information: mstc.edu/programsalaries
Estimated tuition and fees: mstc.edu/programcosts

ACADEMIC ADVISORS
To schedule an appointment with your academic advisor, call 715.422.5300.

Tanya Kollross, MS  
Marshfield Campus • tanya.kollross@mstc.edu

Juan Veloz, MBA  
Stevens Point Campus • juan.veloz@mstc.edu

Diane Andres, MS  
Wisconsin Rapids Campus • diane.andres@mstc.edu

CHECKLIST:
This section will be completed when meeting with your academic advisor.

- FAFSA (www.fafsa.gov)
- Financial Aid Form(s)
  Form(s): __________________________
- Follow-Up Appointment:
  Where: __________________________
  When: __________________________
  With: __________________________
- Official Transcripts
  Mid-State Technical College
  Attention CPL Coordinator
  500 32nd Street North
  Wisconsin Rapids, WI 54494
- Other: __________________________
  __________________________
BACHELOR'S DEGREE OPTIONS
Herzing University
BS Business Management
Lakeland University
BA Business Management
University of Phoenix
BS Management
UW-Oshkosh
BS Human Services Leadership
For more information and additional opportunities, visit mstc.edu/transfer.

START YOUR CAREER

BUSINESS MANAGEMENT
ASSOCIATE IN APPLIED SCIENCE
63-65 CREDITS

START YOUR CAREER

CAREER OPTIONS
Account Executive
Department Supervisor
Office Manager

START YOUR CAREER

CAREER OPTIONS
Business Owner
Entrepreneur
Founder/CEO

START YOUR CAREER

ENTREPRENEURSHIP
TECHNICAL DIPLOMA
30 CREDITS

START YOUR CAREER

HUMAN RESOURCES
TECHNICAL DIPLOMA
27 CREDITS

START YOUR CAREER

PROJECT MANAGEMENT
TECHNICAL DIPLOMA
24-25 CREDITS

START YOUR CAREER

HIGH SCHOOL STUDENT

COLLEGE TRANSFER

RETURNING ADULT

BEGIN AT ANY POINT IN THE PATHWAY

OTHER OPTIONS
RELATED PROGRAMS
- Administrative Professional
- Customer Relationship Professional
- Medical Office Specialist
- Office Support Specialist

College Credit • Dual Credit
Military Experience • Work Experience
Learn about Credit for Prior Learning at mstc.edu/cpl.
PROGRAM OUTCOMES
Employers will expect you, as a Business Management graduate, to be able to:
• 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.

The Wisconsin Technical College System (WTCS) has implemented a requirement that all technical colleges measure program outcomes attained by students. This requirement is called Technical Skills Attainment (TSA). The main objective of TSA is to ensure graduates have the technical skills needed by employers. Business Management program outcomes are measured in the TSA-designated course Business Decision Making.

PROGRAM PROGRESSION
In order to maintain a passing status and progress in the program, students must:
• Receive a grade of “C” or better in the Business Decision Making course.

STUDENT HANDBOOK
Visit mstc.edu/studenthandbook to view Mid-State’s student handbook, which contains information about admissions, enrollment, appeals processes, services for people with disabilities, financial aid, graduation, privacy, Mid-State’s Student Code of Conduct, and technology.

GRADUATION REQUIREMENT
The GPS for Student Success course is required for all Mid-State students and must be completed prior to obtaining 12 credits. (Not counted in the total credit value for this program.)

GPS for Student Success
10890102 ...............................................................1 credit
Integrate necessary skills for student success by developing an academic plan, identifying interpersonal attributes for success, adopting efficient and effective learning strategies, and utilizing Mid-State resources, policies, and processes. This course must be completed prior to obtaining 12 credits and as a graduation requirement.

ADDITIONAL COURSES AS NEEDED
The following courses may be recommended or required if the student does not achieve minimum Accuplacer scores.

Intro to College Reading
10838104 .............................................................2 credits
Provides learners with the opportunities to develop and expand reading skills, including comprehension and vocabulary skills. Learners apply reading skills to academic tasks and read to acquire information from a variety of sources.

Intro to College Writing
10831103 ..............................................................3 credits
Introduces basic principles of composition, including organization, development, unity, and coherence in paragraphs and multi-paragraph documents. The purpose of this course is to prepare students for successful entry into required program courses. This course is tuition bearing and under certain circumstances may qualify for financial aid. This course cannot be used to satisfy program completion requirements at Mid-State.
Prerequisite: Accuplacer Sentence Skills score of 60 or equivalent. Proficiency in word processing skills recommended.

Pre-Algebra
10834109 .............................................................3 credits
Provides an introduction to algebra. Includes operations on real numbers, solving linear equations, percent and proportion, and an introduction to polynomials and statistics. Prepares students for elementary algebra and subsequent algebra-related courses.
Prerequisite: Accuplacer Math score of 65, Accuplacer Algebra score of 30, ABE Math Prep V 76854785 and ABE Math Prep VI 76854786 with a grade of “S.” (Note: ABE Math Prep V and VI courses cannot be used to satisfy program completion requirements at Mid-State.)
### SAMPLE FULL-TIME CURRICULUM OPTION

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**Total credits 63-65**

Please Note:
- This curriculum sequence is only for student planning. Actual student schedules will vary depending on course availability.
- Program completion time may vary based on student scheduling and course availability. For details, go to mstc.edu/classfinder.

### SAMPLE PART-TIME CURRICULUM OPTION

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**Total credits 63-65**
Accounting I
10101111..............................................................4 credits
A beginning course designed especially for majors or those who need a strong foundation in accounting principles. Develops the accounting cycle of journaling, posting, adjusting, closing, and reporting. Also emphasizes service and merchandising sole proprietorships in developing the accounting cycle. Explores issues for accounting for cash, accounts and notes receivable, inventories, and fixed assets. Recommended Accuplacer scores - Reading 55, Sentence Skills 60, Arithmetic 34

Business Decision Making
10102160..............................................................3 credits
Develops skill to enable students to make individual decisions and participate in and facilitate group decisions in pursuit of the goals and objectives of an organization. Students analyze decision-making environments; employ a systematic decision-making process; use creative and analytic thinking tools for information gathering and analysis; employ ethical and social standards; contribute in group decision-making; and facilitate the group decision-making process.
Prerequisites: Twelve Business Management 10-102 credits, Human Resources Management 10-196-193, and Supervision 10-196-191; AND Corequisite: Business Finance 10-102-117 (Business Finance 10-102-117 may not be used to satisfy the twelve Business Management 10-102 credits.)

Business Law
10102104..............................................................3 credits
Introduces the basic foundation of laws and regulatory systems applicable to the business environment. Students examine the UCC, contract torts, agency law, and business and cybercrime. Students apply business legal theory in conjunction with ethical decision making through practical application. Recommended Accuplacer scores - Reading 55 or completion of Intro to Reading & Study Skills 10838105 with a "C" or better, Sentence Skills 60 or completion of Intro to College Writing 10831103 with a "C" or better; Arithmetic 34 or completion of Pre-Algebra 10834109 with a "C" or better

Business Law & Ethics
10102103..............................................................3 credits
Introduces the student to basic ethical theories and value systems. Students apply these perspectives to moral issues, problems, and situations that arise within the business environment. Emphasizes how the applicable laws are being interpreted.

College Mathematics
10804107..............................................................3 credits
Designed to review and develop fundamental concepts of mathematics pertinent to the areas of: 1) arithmetic and algebra; 2) geometry and trigonometry; and 3) probability and statistics. Special emphasis is placed on problem solving, critical thinking and logical reasoning, making connections, and using calculators. Topics include performing arithmetic operations and simplifying algebraic expressions, solving linear equations and inequalities in one variable, solving proportions and incorporating percent applications, manipulating formulas, solving and graphing systems of linear equations and inequalities in two variables, finding areas and volumes of geometric figures, applying similar and congruent triangles, converting measurements within and between US and metric systems, applying Pythagorean Theorem, solving right and oblique triangles, calculating probabilities, organizing data and interpreting charts, calculating central and spread measures, and summarizing and analyzing data.
Prerequisite: Minimum Accuplacer scores - Arithmetic 65, Algebra 30; or Pre-Algebra 10834109 with a grade of “C” or better

Developmental Psychology
10809188..............................................................3 credits
Studies human development throughout the lifespan and explores developmental theory and research with an emphasis on the interactive nature of the biological, cognitive, and psychosocial changes that affect the individual from conception to death. Application activities and critical thinking skills enable students to gain an increased knowledge and understanding of themselves and others. A student scoring between 55-80 on Accuplacer Reading Comprehension is recommended to co-enroll in the Introduction to College Reading course.
Prerequisite: Minimum Accuplacer scores - Reading 55, Sentence Skills 60 or equivalent, or Intro to College Reading 10848104 with a grade of “C” or better and Intro to College Writing 10831103 with a grade of “C” or better

Economics
10809195..............................................................3 credits
Provides an overview of how a market-oriented economic system operates and surveys the factors that influence national economic policy. Basic concepts and analyses are illustrated by reference to a variety of contemporary problems and public policy issues. Concepts include scarcity, resources, alternative economic systems, growth, supply and demand, monetary and fiscal policy, inflation, unemployment and global economic issues. A student scoring between 55-80 on Accuplacer Reading Comprehension or 60-80 on Accuplacer Sentence Skills is recommended to co-enroll in the Introduction to College Reading course and/or Introduction to College Writing, respectively.
Prerequisite: Minimum Accuplacer scores - Reading 55, Sentence Skills 60 or equivalent, or Intro to College Reading 10848104 with a grade of “C” or better and Intro to College Writing 10831103 with a grade of “C” or better
Employment Law  
**10102110** ...............................................................3 credits
Introduces a broad scope of employment laws and provides the opportunity to apply these laws to the employment arena. Includes laws relating to anti-discrimination, including the Civil Rights Act, ADEA, and ADA; wage and hour regulation, including FLSA; employer-provided pensions, including ERISA; health insurance, including COBRA and ACA; and unemployment and worker’s compensation insurance. Recommended Accuplacer scores - Reading 55 or completion of Intro to Reading & Study Skills 10838105 with a “C” or better, Sentence Skills 60 or completion of Intro to College Writing 10831103 with a “C” or better, Arithmetic 34 or completion of Pre-Algebra 10834109 with a “C” or better

English Composition 1  
**10801136** ...............................................................3 credits
Designed for learners to develop knowledge and skills in all aspects of the writing process. Planning, organizing, writing, editing, and revising are applied through a variety of activities. Students analyze audience and purpose, use elements of research, and format documents using standard guidelines. Individuals develop critical reading skills through analysis of various written documents.
Prerequisite: Accuplacer Sentence Skills score of 85 or equivalent, or Intro to College Writing 10831103 with a grade of “C” or better. Proficiency in word processing skills recommended.

Entrepreneurial Management  
**10102131** ...............................................................3 credits
Introduces students to the concept of entrepreneurship. Learners study entrepreneurial practices primarily by developing a business plan for a venture of their choice. This includes comparing ways of going into business as well as developing marketing, legal, financial, products/services, management, and operations plans for a small business of their choice. Entrepreneurial behavior within companies is examined.
Prerequisite: Twelve Business Management 10-102 credits or twelve Supervisory Management 10-196 credits or a combination of Business Management 10-102 and Supervisory Management 10-196 credits that total twelve.

Finance and Budgeting  
**10102121** ...............................................................3 credits
Finance and Budgeting applies the skills necessary for a first line manager to develop and monitor a department budget. This class will provide learners with the knowledge and ability to evaluate financial statements as well as practice in making decisions based on evaluating the financial statements.

Human Resource Management  
**10196193** ...............................................................3 credits
Applies skills and tools necessary to perform human resource functions in an organization. Each learner demonstrates skill in following EEOC laws; writing job descriptions; recruiting, selecting, and orienting employees; developing policies and procedures; developing and conducting training; designing performance appraisal plans; developing employee development plans; and selecting compensation and benefit strategies. Recommended Accuplacer scores - Reading 80 or completion of Intro to Reading & Study Skills 10838105 with a “C” or better, Sentence Skills 86 or completion of Intro to College Writing 10831103 with a “C” or better, Arithmetic 90 or completion of Pre-Algebra 10834109 with a “C” or better

Intermediate Algebra with Applications  
**10804118** ............................................................... 4 credits
This course offers algebra content with applications. Topics include properties of real numbers; order of operations; algebraic solution for linear equations and inequalities; operations with polynomial and rational expressions; operations with rational exponents and radicals; and algebra of inverse, logarithmic, and exponential functions.
Prerequisite: Pre-Algebra 10834109 with a grade of “C” or better, Accuplacer Arithmetic score of 110, Accuplacer Arithmetic score of 90, and Accuplacer Algebra score of 30 (A student scoring a “C” or lower should enroll in the Math Lab supplementary instruction with the next level math class.)

International Business  
**10102180** ...............................................................3 credits
Introduces topics concerning international business while illustrating its scope and importance. Topics include the impact of geography, trade protectionism, culture, legal structure, politics, and currency on business dealings. Students also research a particular country in depth. Recommended Accuplacer scores - Reading 55 or completion of Intro to Reading & Study Skills 10838105 with a “C” or better, Sentence Skills 60 or completion of Intro to College Writing 10831103 with a “C” or better, Arithmetic 34 or completion of Pre-Algebra 10834109 with a “C” or better

Intro to American Government  
**10809122** ..............................................................3 credits
Introduces American political processes and institutions. Focuses on rights and responsibilities of citizens and the process of participatory democracy. Learners examine the complexity of the separation of powers and checks and balances. Explores the role of the media, interest groups, political parties, and public opinion in the political process. Also explores the role of state and national government in our federal system. A student scoring between 55-80 on their Accuplacer Reading Comprehension, or 60-80 on Accuplacer Sentence Skills is recommended to co-enroll in the Introduction to College Reading course and/or Introduction to College Writing course, respectively.
Prerequisite: Minimum Accuplacer scores - Reading 55, Sentence Skills 60 or equivalent, or Intro to College Reading 10848104 with a grade of C or better and Intro to College Writing 10831103 with a grade of C or better
Intro to Business
10102101 .............................................................3 credits
An introduction to what a business is, how it operates, and how it is managed. Students identify forms of ownership and the processes used in production and marketing, finance, personnel, and management in business operations. Recommended Accuplacer scores - Reading 55, Sentence Skills 60, Arithmetic 34

Intro to Psychology
10809198 .............................................................3 credits
This introductory course surveys the multiple aspects of human behavior. It involves a survey of the theoretical foundations of human functioning in such areas as learning, motivation, emotions, personality, deviance and pathology, physiological factors, and social influences. It directs the student to an insightful understanding of the complexities of human relationships in personal, social, and vocational settings. A student scoring between 55-80 on Accuplacer Reading Comprehension is recommended to co-enroll in the Introduction to College Reading course.
Prerequisite: Minimum Accuplacer scores - Reading 55, Sentence Skills 60 or equivalent, or Intro to College Reading 10848104 with a grade of “C” or better and Intro to College Writing 10831103 with a grade of “C” or better

Intro to Sociology
10809196 .............................................................3 credits
Introduces students to the basic concepts of sociology: culture, socialization, social stratification, multi-culturalism, and the five institutions of family, politics, economics, religion, and education. Other topics include demography, deviance, technology, environment, social issues, social change, and social organization. A student scoring between 55-80 on Accuplacer Reading Comprehension or 60-80 on Accuplacer Sentence Skills is recommended to co-enroll in Introduction to College Reading and/or Introduction to College Writing, respectively.
Prerequisite: Minimum Accuplacer scores - Reading 55, Sentence Skills 60 or equivalent, or Intro to College Reading 10848104 with a grade of “C” or better and Intro to College Writing 10831103 with a grade of “C” or better

Introduction to Diversity Studies
10809172 .............................................................3 credits
Introduces learners to the study of diversity from a local to a global environment using a holistic, interdisciplinary approach. Encourages self-exploration and prepares the learner to work in a diverse environment. In addition to an analysis of majority/minority relations in a multicultural context, the primary topics of race, ethnicity, age, gender, class, sexual orientation, disability, and religion are explored. A student scoring between 55-80 on Accuplacer Reading Comprehension or 60-80 on Accuplacer Sentence Skills is recommended to co-enroll in the Introduction to College Reading course and/or Introduction to College Writing course, respectively.
Prerequisite: Minimum Accuplacer scores - Reading 55, Sentence Skills 60 or equivalent, or Intro to College Reading 10848104 with a grade of “C” or better and Intro to College Writing 10831103 with a grade of “C” or better

Introductory Statistics
10804189 .............................................................3 credits
Students taking Introductory Statistics display data with graphs, describe distributions with numbers, perform correlation and regression analyses, and design experiments. They use probability and distributions to make predictions, estimate parameters, and test hypotheses. They draw inferences about relationships including ANOVA. Algebra knowledge and foundational skills in mathematics are important for success in this course.
Prerequisite: Accuplacer Algebra score of 45 or greater, or ACT math score of 19 or greater, or Pre-Algebra 10834109 with a grade of “C” or better, or College Math 10804107 with a grade of “C” or better. (A student scoring a “C” or lower should enroll in the Math Lab supplementary instruction with the next level math class.)

Macroeconomics
10809144 .............................................................3 credits
In this introductory course the principal topics discussed include basic social choices regarding economic systems, basic economic aggregates, fiscal policy, the banking system, monetary policy, and international trade. A balance is drawn between description, theory, analysis, and a critique of the institutions that characterize modern mixed-capitalist economies. Conflicting social goals, economic constraints, and environmental concerns provide the framework through which the macroeconomy is analyzed.

Managing for Quality
10196192 .............................................................3 credits
Apply skills and tools necessary to implement and maintain a continuous improvement environment. Each learner will demonstrate the application of a personal philosophy of quality, identify stakeholder relationships, identify ways to meet/exceed customer expectations, apply a systems-focused approach, use quality models and tools, manage a quality improvement project, and measure effectiveness of continuous improvement activities. Recommended Accuplacer scores - Reading 55, Sentence Skills 60, Arithmetic 34

Marketing Principles
10104102 .............................................................3 credits
Students study the practices and methods of manufacturers and distributors in the marketing of goods and services. Also emphasized are product planning, pricing strategies, distribution systems, channel activities, and the role of government as well as other factors influencing marketing today. Recommended Accuplacer scores - Reading 55, Sentence Skills 60, Arithmetic 34

Microeconomics
10809143 .............................................................3 credits
Examines the behavior of individual decision makers, primarily consumers and firms. Topics include choices of how much to consume and to produce, the functioning of perfectly and imperfectly competitive markets, the conditions under which markets may fail, and arguments for and against government intervention. The student applies the fundamental tools of economics to real-world problems.
Microsoft Office-Introduction
10103106 ...............................................................3 credits
Develops introductory skills in the Microsoft Office Suite (Word, Excel, Access, PowerPoint, and Outlook) while reinforcing knowledge of computer concepts, Windows Explorer, and Internet usage. Students should possess basic keyboarding, mouse, and Windows 10 skills. Students may develop these skills in the LiNK while concurrently enrolled in this course.

Oral/Interpersonal Communication
10801196 ...............................................................3 credits
Focuses upon developing speaking, verbal, and non-verbal communication, and listening skills through individual presentations, group activities, and other projects. For a student scoring between 55-80 on their Accuplacer Reading Comprehension exam and 60-80 on the Sentence Skills exam, it is recommended to co-enroll in the Introduction to College Reading and/or Intro to College Writing courses.

Organizational Behavior
10102138 ...............................................................3 credits
This course assists the learner in becoming a more effective co-worker, team member and organizational citizen through an understanding of the key principles of how people behave within organizations and in turn, predict and influence future behavior. As a result, the learner will analyze organizational structures, assess organizational culture, analyze leadership types and styles, apply conflict resolution strategies, explore power relationships, implement change management techniques, demonstrate effective team management and describe the ingredients of diversity as these aspects are related to people’s behavior in organizations.

Project Management
10196188 ...............................................................3 credits
Applies skills and tools necessary to design, implement, and evaluate formal projects. Each learner writes a project proposal, works with project teams, sequences project tasks, develops project budgets, identifies project resources, implements the project, charts project progress, deals with variations, evaluates the project, and uses various technology in these processes. Recommended Accuplacer scores - Reading 55, Sentence Skills 60, Arithmetic 34

Speech
10801198 ...............................................................3 credits
Explores the fundamentals of effective oral presentation to small and large groups. Topic selection, audience analysis, methods of organization, research, structuring evidence and support, delivery techniques, and other essential elements of speaking successfully, including the listening process, form the basis of this course. If a student earns below the minimum Accuplacer score in each category (Reading 80, Sentence Skills 85), he/she is eligible to take Oral Communication in lieu of Speech, provided the Accuplacer scores are minimum of Reading 55 and Sentence Skills 60, or the student has completed Intro to College Writing and/or Intro to College Reading with a “C” or better.

Supervision
10196191 ...............................................................3 credits
Applies skills and tools necessary to perform the functions of a contemporary frontline leader. Students engage in operational planning, analyze organizational structures, review the staffing process, employ techniques to enhance employee personal and group effectiveness, and develop control techniques to measure effectiveness in the above areas. Recommended Accuplacer scores - Reading 55 or completion of Intro to Reading & Study Skills 10838105 with a “C” or better, Sentence Skills 60 or completion of Intro to College Reading with a “C” or better.

Team Building & Problem Solving
10196189 ...............................................................3 credits
Applies skills and tools necessary to facilitate problem solving in a team environment. Each learner assumes the roles and responsibilities of team leadership in the stages of team development, uses a systematic problem-solving process, and employs consensus-building and conflict-management strategies. Recommended Accuplacer scores - Reading 55, Sentence Skills 60, Arithmetic 34

Written Communication
10801195 ...............................................................3 credits
Develops writing skills, which include prewriting, drafting, revising, and editing. A variety of writing assignments is designed to help the learner analyze audience and purpose, research and organize ideas, and format and design documents based on subject matter and content. Also develops critical reading and thinking skills through analysis of a variety of written documents.

Prerequisite: Accuplacer Sentence Skills score of 85 or equivalent, or Intro to College Writing 10831103 with a grade of “C” or better. Proficiency in word processing skills recommended.