

BUSINESS ADMINISTRATION (102)

102-100. Contemporary Business. (3 Credits)

Develop a basic understanding of the principles and terminology used in the business world, and gain insight into the fields of marketing, business management, data processing, and accounting.

Credit for prior learning available (<http://wctc.edu/prior-learning/>)

See sections of this course (<http://www.wctc.edu/academics/programs-courses/course-search/course-search-listing.php?code=102&num=100>)

102-101. Business Professionalism. (1 Credit)

How you package and present yourself as a student and business professional will determine your future success. Every day you get a chance to make a statement about your value through your personal choice of clothes, conversation, electronic communication and professional behavior. This course provides the tools to build your personal brand through professional wardrobe building, dining, phone and e-mail etiquette; networking, relationship building and conversational skills. Analyze how you can hone the key skills employers are looking for in today's competitive job market. Learn how to translate your personal distinctiveness into a winning strategy for both college and work.

Credit for prior learning available (<http://wctc.edu/prior-learning/>)

See sections of this course (<http://www.wctc.edu/academics/programs-courses/course-search/course-search-listing.php?code=102&num=101>)

102-114. Business Internship. (1 Credit)

This course is the in-class component to the workplace experience for designated programs in School of Business. To complete an internship, WCTC must first verify that students have met the prerequisites.

Please contact the Career Connections Department at 262.695.7848 or internshipdepartment@wctc.edu for assistance.

Prerequisites: Approval of Co-op Ed Office

Credit for prior learning available (<http://wctc.edu/prior-learning/>)

See sections of this course (<http://www.wctc.edu/academics/programs-courses/course-search/course-search-listing.php?code=102&num=114>)

102-118. Business Mgmt Capstone. (3 Credits)

This is the capstone course for the Business Management program and students must be in their fourth semester to enroll. The learner will develop a business plan and analyze related operational issues. Skills in marketing, accounting, management, customer service and quality will be applied within the course.

Prerequisites: (101-109 with a minimum grade of C) and (102-125 (may be taken concurrently) with a minimum grade of C and 102-160 (may be taken concurrently) with a minimum grade of C or 182-101 (may be taken concurrently) with a minimum grade of C and 196-140 (may be taken concurrently) with a minimum grade of C and 623-170 (may be taken concurrently) with a minimum grade of C) and (104-191 (may be taken concurrently) with a minimum grade of C or 196-125 (may be taken concurrently) with a minimum grade of C)

See sections of this course (<http://www.wctc.edu/academics/programs-courses/course-search/course-search-listing.php?code=102&num=118>)

102-125. Princ of Supply Chain Mngt. (3 Credits)

Supply chain management has become important to organizations ability to stay competitive. This course addresses the work in design, production, delivery and service products to the end user.

See sections of this course (<http://www.wctc.edu/academics/programs-courses/course-search/course-search-listing.php?code=102&num=125>)

102-126. Client Relation Skills & Tech. (3 Credits)

This course teaches students how to interact with customers whether it be on the phone, online chat, social media or email. Topics covered will include the use of technology with customers as well as the proper service language. Students will review customer contacts and be evaluated using scorecards. Regulatory requirements relating to customer interactions will also be discussed.

Prerequisites: (196-125 with a minimum grade of C or 104-191 with a minimum grade of C)

See sections of this course (<http://www.wctc.edu/academics/programs-courses/course-search/course-search-listing.php?code=102&num=126>)

102-160. Business Law. (3 Credits)

Examine legal doctrines impacting business from the perspective of a business owner or manager. Topics include foundations of law and judicial procedures, tort and criminal law, contract law, intellectual property protection, consumer law, business liabilities, personal and real property rights, and the various forms of business organization. Business leaders may use legal insight to manage risks and limit their liabilities.

Prerequisites: (801-195 with a minimum grade of C or 801-136 (may be taken concurrently) with a minimum grade of C)

Credit for prior learning available (<http://wctc.edu/prior-learning/>)

See sections of this course (<http://www.wctc.edu/academics/programs-courses/course-search/course-search-listing.php?code=102&num=160>)

102-163. Supply Chain Operations. (3 Credits)

Get an introduction to the concepts, principles, problems and practices of operations management. Learn about managerial processes for effective operations in both goods-producing and service organizations. Additionally, explore operations strategy, process design, capacity planning, facilities location and design, forecasting, production scheduling, inventory control and quality assurance.

See sections of this course (<http://www.wctc.edu/academics/programs-courses/course-search/course-search-listing.php?code=102&num=163>)