Business Operations (31-102-5)

Technical Diploma
Effective 2026/2027

The course sequence shown on this sheet is the recommended path to completion. Courses will be scheduled in the terms indicated here. All courses should be taken in the order shown to help you stay on track and graduate according to your academic plan. Courses in this program may be offered in a variety or combination of formats (for example: in-person, video conferencing, online, etc.). More detailed scheduling information for this program can be found at https://www.gtc.edu/business-services-manager. Please see your academic advisor for additional information.

O = Online, F=Fall, S=Spring, SU=Summer

Term	Course Number	Credits	Course Title	Requisites (prereq-before/ coreq-with)	Notes	O
1	890-155	1	Gateway to Success (G2S)		• Students are required to take this course in their first semester of enrollment. Please see an advisor for details.	F/S/SU
1	*101-114	4	Accounting Principles			F/S/SU
1	*102-137	3	Business / Intro to			F/S/SU
1	*102-160	3	Business Law		• Faculty have identified this milestone course as providing a strong foundation for success throughout the program.	F/S/SU
1	*103-143	3	Computers for Professionals			F/S/SU
2	801-198	3	Speech			F/S/SU
2	*104-101	3	Marketing Principles			F/S/SU
2	*104-104	3	Selling Principles			F/S/SU
2	*104-105	3	Promotion Principles			F/S/SU
2	*196-191	3	Supervision			F/S/SU
Minimum Program Total Credits Required: 29						

(*) Students must achieve a combined average of 2.0 ("C") or above for this major course to meet graduation requirements.

Students interested in continuing into the 10-102-3 Business Management program can earn their associate degree by completing an additional 33 credits. Please see your academic advisor for details.

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The focus of the *Business Operations* diploma is to provide the learner with knowledge in the major functional areas of a business including law, accounting, information technology, and marketing. Students will develop competence in the business functions of planning organizing, directing and controlling. Graduates will be prepared to supervise the work of office administrative, or customer service employees to ensure adherence to quality standards, deadlines, and proper procedures, and will be equipped to implement corporate or departmental policies, procedures, and service standards in conjunction with management.

Program Learning Outcomes

Graduates will be able to:
1. Plan the operations of a business across functional areas.
2. Organize resources to achieve the goals of the organization.
3. Direct individuals and/or processes to meet organizational goals.
4. Control business processes.

Essential Career Competencies

Gateway's six essential career competencies are the general attitudes and skills promoted and assessed by all programs. All Gateway graduates will develop skills in:
1. Communication Competence
2. Critical Thinking and Problem Solving
3. Professionalism and Career Management
4. Teamwork and Collaboration
5. Cultural Competence
6. Technology Competence

Admission Requirements
1. Students must submit an application and pay $30 fee.
2. Students must meet one of the following: minimum cumulative high school GPA of 2.6 (unweighted); earned at least 12 college credits with a minimum GPA of 2.0; or complete valid reading, writing, and math placement assessments.

Graduation Requirements
1. Minimum 29 credits with a cumulative GPA of 2.0 or above.
2. *Average of 2.0 ("C") or above for these major courses.
3. Complete 890-155 Gateway to Success (G2S) in the first semester.

For a complete list of Graduation Requirements, check the Student Handbook or Graduation Requirements.

Gateway Technical College reserves the right to modify curriculum requirements for students who interrupt enrollment for one year or take over seven years to complete. Tuition and material fees are determined by the board of the Wisconsin Technical College System. Consult My Gateway for exact fee amounts. The District reserves the right to modify, cancel, or relocate course offerings in response to factors such as low enrollment, resource availability, or other relevant considerations to ensure high-quality educational experiences. Students will be notified in writing and are encouraged to meet with their Academic Advisor to adjust their academic plan.

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