

BUSINESS MANAGEMENT TECHNOLOGY - UNDERGRADUATE CERTIFICATE

College of Applied and Technical Studies
www.kent.edu/cats

About This Program

The Business Management Technology undergraduate certificate provides a background for both experienced and aspiring business managers. For the business manager who may already have a degree in a field other than business, the program offers professional certification. For the person who aspires to a management position, the certificate articulates well into an Associate of Applied Business degree.

Contact Information

- Program Coordinator: **Joe Muscatello** | jmuscate@kent.edu | 440-834-4187
- Speak with an Advisor
 - Ashtabula Campus
 - East Liverpool Campus
 - Geauga Campus
 - Salem Campus
 - Trumbull Campus
 - Tuscarawas Campus
 - Twinsburg Academic Center
 - Online (any campus above)
- Chat with an Admissions Counselor

Program Delivery

- **Delivery:**
 - Fully online
 - In person
- **Location:**
 - Ashtabula Campus
 - East Liverpool Campus
 - Geauga Campus
 - Salem Campus
 - Trumbull Campus
 - Tuscarawas Campus
 - Twinsburg Academic Center

Examples of Possible Careers and Salaries*

Management analysts

- 10.7% much faster than the average
- 876,300 number of jobs
- \$87,660 potential earnings

Project management specialists and business operations specialists, all other

- 5.9% faster than the average
- 1,361,800 number of jobs
- \$77,420 potential earnings

* Source of occupation titles and labor data comes from the U.S. Bureau of Labor Statistics' Occupational Outlook Handbook. Data comprises projected percent change in employment over the next 10 years; nation-wide employment numbers; and the yearly median wage at which half of the workers in the occupation earned more than that amount and half earned less.

Admission Requirements

The university affirmatively strives to provide educational opportunities and access to students with varied backgrounds, those with special talents and adult students who graduated from high school three or more years ago.

Kent State campuses at Ashtabula, East Liverpool, Geauga, Salem, Stark, Trumbull and Tuscarawas, and the Twinsburg Academic Center, have open enrollment admission for students who hold a high school diploma, GED or equivalent.

Some programs may require that students meet certain requirements before progressing through the program. For programs with progression requirements, the information is shown on the Coursework tab.

For more information on admissions, contact the Regional Campuses admissions offices.

Program Requirements

Certificate Requirements

Code	Title	Credit Hours
Certificate Requirements		
ACTT 11000	ACCOUNTING I: FINANCIAL	4
BMRT 11009	INTRODUCTION TO MANAGEMENT TECHNOLOGY	3
BMRT 21011	FUNDAMENTALS OF FINANCIAL MANAGEMENT	3
BMRT 31006	HUMAN RESOURCE MANAGEMENT	3
IT 11000	INTRODUCTION TO OFFICE PRODUCTIVITY APPS	3

Minimum Total Credit Hours: 16

Graduation Requirements

Minimum Certificate GPA	Minimum Overall GPA
2.000	2.000

Program Learning Outcomes

Graduates of this program will be able to:

1. Identify and define contemporary approaches to applied business and management practice.
2. Develop and apply critical thinking, research and analysis skills necessary for professional success.
3. Discuss various aspects of teams in business: team dynamics, different types of teams, meeting rules and management.

4. Analyze and assess basic financial reports for evaluation and performance of a business.
5. Apply principles of organizational leadership and management to ethical business practices.