

# ESSENTIALS FOR BUSINESS DECISION MAKING - UNDERGRADUATE CERTIFICATE

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

## About This Program

The Essentials for Business Decision Making 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 be a management position, the certificate articulates well into the Associate of Applied Business degree or the Bachelor of Business Administration degree.

## Contact Information

- **Sean Ratican** | sratican@kent.edu | 330-847-0571
- 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
  - Kent Campus
  - Salem Campus
  - Stark 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.

**First-Year Students on the Kent Campus:** First-year admission policy on the Kent Campus is selective. Admission decisions are based upon cumulative grade point average, strength of high school college preparatory curriculum and grade trends. Students not admissible to the Kent Campus may be administratively referred to one of the seven regional campuses to begin their college coursework. For more information, visit the admissions website for first-year students.

**First-Year Students on the Regional Campuses:** First-year admission to Kent State's campuses at Ashtabula, East Liverpool, Geauga, Salem, Stark, Trumbull and Tuscarawas, as well as the Twinsburg Academic Center, is open to anyone with a high school diploma or its equivalent. For more information on admissions, contact the Regional Campuses admissions offices.

**International Students:** All international students must provide proof of English language proficiency (unless they meet specific exceptions) by earning a minimum 525 TOEFL score (71 on the Internet-based version), minimum 75 MELAB score, minimum 6.0 IELTS score or minimum 48 PTE Academic score, or by completing the ELS level 112 Intensive Program. For more information, visit the admissions website for international students.

**Transfer Students:** Students who have attended any other educational institution after graduating from high school must apply as undergraduate transfer students. For more information, visit the admissions website for transfer students.

**Former Students:** Former Kent State students or graduates who have not attended another college or university since Kent State may complete the reenrollment or reinstatement form on the University Registrar's website.

Admission policies for undergraduate students may be found in the University Catalog's Academic Policies.

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 program's Coursework tab.

## Program Requirements

Code	Title	Credit Hours
<b>Certificate Requirements</b>		
ACCT 23020 & UC 10162	INTRODUCTION TO FINANCIAL ACCOUNTING and INTRODUCTION TO PROFESSIONAL DEVELOPMENT	4
or ACTT 11000	ACCOUNTING I: FINANCIAL	
BMRT 11000	INTRODUCTION TO BUSINESS	3
or BUS 10123	EXPLORING BUSINESS	
BMRT 11009	INTRODUCTION TO MANAGEMENT TECHNOLOGY	3
or MGMT 24163	PRINCIPLES OF MANAGEMENT	
CIS 24053	INTRODUCTION TO INFORMATION SYSTEMS AND DIGITAL TECHNOLOGIES	3
or IT 11000	INTRODUCTION TO OFFICE PRODUCTIVITY APPS	
ECON 22060	PRINCIPLES OF MICROECONOMICS (KSS)	3
<b>Minimum Total Credit Hours:</b>		<b>16</b>

## Graduation Requirements

Minimum Certificate GPA	Minimum Overall GPA
2.000	2.000

## Roadmap

This roadmap is a recommended semester-by-semester plan of study for this major. However, courses designated as critical (!) must be completed in the semester listed to ensure a timely graduation.

Semester One		Credits
ACTT 11000	ACCOUNTING I: FINANCIAL	4
or	or INTRODUCTION TO FINANCIAL	
ACCT 23020 <b>and</b> UC 10162	ACCOUNTING <b>and</b> INTRODUCTION TO PROFESSIONAL DEVELOPMENT	
BMRT 11000	INTRODUCTION TO BUSINESS	3
or	or EXPLORING BUSINESS	
BUS 10123		
<b>Credit Hours</b>		<b>7</b>
Semester Two		
BMRT 11009	INTRODUCTION TO MANAGEMENT TECHNOLOGY	3
or	or PRINCIPLES OF MANAGEMENT	
MGMT 24163		
CIS 24053	INTRODUCTION TO INFORMATION SYSTEMS AND DIGITAL TECHNOLOGIES	3
or IT 11000	or INTRODUCTION TO OFFICE PRODUCTIVITY APPS	
ECON 22060	PRINCIPLES OF MICROECONOMICS (KSS)	3
<b>Credit Hours</b>		<b>9</b>
<b>Minimum Total Credit Hours:</b>		<b>16</b>

## 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.