About the Certificate
The purpose of the Business and Management Technology Certificate is to provide significant and important management technology and business skills that would immediately improve a student's skills, resume, and employment prospects.

Students will have the opportunity to learn important skills and concepts which address many of the skills gaps in today's economy. Students will be required to successfully complete courses in computer technology (IC3, Microsoft Word, Microsoft Excel, and Microsoft PowerPoint). In addition, students will learn management principles (including an introduction to project management), and acquire the critical business communication skills necessary in today's workplace.

Opportunities to Advance
Students who complete the undergraduate certificate in Business and Management Technology are eligible to apply to the B.S. Business Administration degree program, and apply all of the certificate coursework to the degree program.

Academic Requirements
- APT103: IC3 Certification: Internet and Computing Core Certification 3cr.
- MGT212: Business Communications 3cr.
- MGT214: Project Management 3cr.
- MGT120: Management and Organizational Behavior 3cr.
- APT160: Microsoft Word 1cr.
- APT161: Microsoft Excel 1cr.
- APT162: Microsoft PowerPoint 1cr.