

BUSINESS BASICS LETTER OF RECOGNITION (CAREER)

Program website (<https://www.frederick.edu/programs/business/business-management.aspx>)

Program Description

Introduces students to the business environment; including management, human resources, marketing, planning, accounting, and computing.

Digital Badge

Students earning this letter of recognition will automatically receive a digital badge. For more information on digital badging, please visit our Digital Badges page (<https://www.frederick.edu/degrees-certificates/credly.aspx>).

Program Learning Outcomes

- Describe basic practices, concepts, and trends in business, accounting, and computing fields.
- Analyze the role of business in society, the different aspects of businesses, external forces that affect business, and the role of markets and other institutions that affect the economy.
- Describe the steps of the accounting cycle and other appropriate financial accounting terminology.
- Demonstrate computer literacy.
- Describe the role of technology in supporting a business.

Program Requirements

| Code | Title | Credits |
|----------------------------------|------------------------------------|---------|
| Departmental Requirements | | |
| ACCT 101 | Principles of Accounting I | 3 |
| BMGT 103 | Introduction to Business | 3 |
| CMIS 101 | Information Systems and Technology | 3 |
| Total Credits | | 9 |

Guided Pathway to Success (GPS)

Suggested schedules map your path to degree completion.

Students should meet with an advisor each semester to carefully select and sequence courses based on their specific academic goals and interests. Visit Jefferson Hall or call 301.846.2471 for advising.

| Recommended First Semester | Credits |
|---|---------|
| BMGT 103 Introduction to Business | 3 |
| ACCT 101 Principles of Accounting I | 3 |
| CMIS 101 Information Systems and Technology | 3 |
| Credits | 9 |
| Total Credits | 9 |

Part-time Students

Part-time students should complete courses in the order listed on the pathway. Please contact program manager for questions about part-time status.

Students who take fewer than 15 credits each semester or who require developmental English or Math coursework will need additional

semesters to complete their degrees. Summer term and January session classes may help students to make faster progress.

Pathway Legend

Milestone - courses with the Milestone notation should be taken within the recommend credit range to stay on track for program completion.

Fall, Spring, Summer - courses with a Fall, Spring, or Summer notation indicate the course is offered in the specified semester only.