

BUSINESS MANAGEMENT CERTIFICATE (CAREER)

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

Program Description

Prepares students for entry level employment in careers requiring basic business and management skills.

Program Learning Outcomes

- Demonstrate competence discovering, applying, and thinking critically about basic business, accounting, and computing concepts and trends.
- Apply appropriate practices and principles to solve business problems.
- Generate effective artifacts of business communication using multiple methods (oral, written, graphic, and electronic)
- Explain solutions to business problems.

Program Requirements

Code	Title	Credits
Departmental Requirements		
ACCT 101	Principles of Accounting I	3
ACCT 102	Principles of Accounting II	3
BMGT 103	Introduction to Business	3
BMGT 120	Business Communications	3
BMGT 295	Principles and Practices of Management	3
CMIS 101	Information Systems and Technology	3
ECON 200	Principles of Macroeconomics	3
ECON 202	Principles of Microeconomics	3
Total Credits		24

Transfer Note

For more information on careers and transfer, contact the Career and Academic Planning Services office at 301.846.2471 or visit Transfer Services (<https://www.frederick.edu/student-resources/counseling-advising/transfer-services.aspx>).

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
ACCT 101	Principles of Accounting I	3
BMGT 103	Introduction to Business	3
BMGT 120	Business Communications	3
CMIS 101	Information Systems and Technology	3
Credits		12
Recommended Second Semester		
ACCT 102	Principles of Accounting II	3
ECON 200	Principles of Macroeconomics	3
ECON 202	Principles of Microeconomics	3

BMGT 295	Principles and Practices of Management	3
Credits		12
Total Credits		24

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.