BUSINESS ACCOUNTING CERTIFICATE (CAREER)

Program website (https://www.frederick.edu/programs/business/accounting.aspx)

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Program Description

Prepares students working in the accounting field for career advancement opportunities. Students will gain an in-depth knowledge of accounting principles and procedures and apply them to business situations. Students will also use application software to solve business and accounting problems. A grade of "C" or better must be earned in the following courses: ACCT 100 Business Accounting, ACCT 101 Principles of Accounting I, ACCT 201 Intermediate Accounting I, ACCT 202 Intermediate Accounting II, ACCT 233 Applied Accounting and ACCT 111 Computerized Accounting.

Program Learning Outcomes

- Apply the steps in the accounting cycle to record accounting transactions and adjustments, and create financial statements according to generally accepted accounting principles.
- Create financial statements and record accounting transactions & adjustments utilizing accounting software.
- Create payroll functions for a business entity.
- Construct spreadsheets to report financial performance and project financial estimates.
- Demonstrate a comprehensive understanding of accounting principles and their application as they relate to financial statements.
- Demonstrate the ability to communicate effectively in a business environment.

Program Requirements

- Students must earn a grade of "C" or better in the following courses: ACCT 100 Business Accounting, ACCT 101 Principles of Accounting I, ACCT 201 Intermediate Accounting I, ACCT 202 Intermediate Accounting II, ACCT 233 Applied Accounting and ACCT 111 Computerized Accounting.

Code	Title	Credits
Departmental Requirements		
ACCT 100	Business Accounting	3
ACCT 101	Principles of Accounting I	3
ACCT 102	Principles of Accounting II	3
ACCT 111	Computerized Accounting	3
ACCT 201	Intermediate Accounting I	4
ACCT 202	Intermediate Accounting II	4
ACCT 203	Managerial Cost Accounting	3
ACCT 233	Applied Accounting	3
Select one of the following:		3
ACCT 117	Payroll Accounting	
ACCT 205	Federal Income Tax Accounting	
ACCT 216	Governmental and Not-for-Profit Accounting	
BMGT 100	Spreadsheet Applications	3
BMGT 103	Introduction to Business	3
BMGT 120	Business Communications	3
CMIS 101	Information Systems and Technology	3
Total Credits		41

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 100	Business Accounting	3
ACCT 101	Principles of Accounting I	3
BMGT 103	Introduction to Business	3
CMIS 101	Information Systems and Technology	3
	Credits	12
Recommended Second Semester		
ACCT 102	Principles of Accounting II	3
ACCT 111	Computerized Accounting	3
ACCT 201	Intermediate Accounting I	4
Select one of the following:		3
ACCT 117	Payroll Accounting	
ACCT 205	Federal Income Tax Accounting	
ACCT 216	Governmental and Not-for-Profit Accounting	
BMGT 100	Spreadsheet Applications	3
	Credits	16
Recommended Third Semester		
BMGT 120	Business Communications	3
ACCT 202	Intermediate Accounting II	4
ACCT 203	Managerial Cost Accounting	3
ACCT 233	Applied Accounting	3
	Credits	13
	Total Credits	41

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.