# PROJECT MANAGEMENT CERTIFICATE (CAREER)

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

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## Program Description

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

## Program Learning Outcomes

- Demonstrate competence discovering, applying, and thinking critically about basic business, accounting, and computing concepts and trends.
- Identify and analyze ethical issues in business.
- Communicate effectively using multiple communication methods (oral, written, graphic, and electronic).
- Apply computing technologies to solve business problems.

## Program Requirements

| Code | Title | Credits |
|---|---|---|
| **Departmental Requirements** | | |
| ACCT 100 | Business Accounting | 3 |
| or ACCT 101 | Principles of Accounting I | |
| BMGT 103 | Introduction to Business | 3 |
| BMGT 120 | Business Communications | 3 |
| BMGT 227 | Principles of Management | 3 |
| BMGT 290 | Project Management | 3 |
| CMIS 101 | Information Systems and Technology | 3 |
| BMGT 100 | Spreadsheet Applications | 3 |
| Electives | Any BMGT, ACCT, or ECON course | 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 |
|---|---|---|
| BMGT 103 | Introduction to Business | 3 |
| ACCT 101 | Principles of Accounting I | 3 |
| or ACCT 100 | or Business Accounting | |
| BMGT 120 | Business Communications | 3 |
| CMIS 101 | Information Systems and Technology | 3 |
| | Credits | 12 |

| Recommended Second Semester | | |
|---|---|---|
| BMGT 227 | Principles of Management | 3 |
| BMGT 290 | Project Management | 3 |
| BMGT 100 | Spreadsheet Applications | 3 |
| Elective | Any ACCT, BMGT, or ECON course | 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.