

# 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
<b>Departmental Requirements</b>		
ACCT 100 or ACCT 101	Business Accounting Principles of Accounting I	3
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 or ACCT 100	Principles of Accounting I or Business Accounting	3
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.