BUSINESS & CAREERS

Frederick Community College

Program Contact:
301.624.2756 | CEBusiness@Frederick.edu

Business & Careers

Whether you are entering the workforce, transitioning to a new career, or advancing your current career, discover convenient and affordable Business & Career programs delivering the latest career skills, essential knowledge, management techniques, and more at Frederick Community College (FCC).

Accounting

There will always be a demand for finance professionals who can think critically and solve problems. Develop the essential skills needed to prosper and succeed in the financial services industry. Offering a selection of programs designed especially for current and future finance professionals, instruction focuses on creating a solid foundation in financial matters, including accounts payable and receivable, revenues and expenditures, payroll, taxes, interest, assets and depreciation, dividends, inventory management, and financial reporting. Employment of accountants is projected to grow 7 percent from 2020 to 2030.

(Source: Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, 2021-22 Edition)

Business

Successfully start, manage and grow a productive business operation through a wide range of affordable and convenient business classes designed to develop and enhance interpersonal and business skills. Employment in business operations occupations is projected to grow 8 percent from 2020 to 2030, about as fast as the average for all occupations, adding about 750,800 new jobs. This median annual wage for business and financial occupations was $76,570 in May 2021, which was higher than the median annual wage for all occupations of $45,760.

(Source: Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, 2021-22 Edition)

Leadership & Communication

In today's economy, employee and customer satisfaction directly affect the success of a business. In order to survive, leaders and employees must possess a strong set of people skills for use inside and outside the organization. At FCC, a variety of relevant courses focusing on customer service, essential office leadership skills, management fundamentals, effective communication and frontline leadership are available in person and online.

Project Management

Whether you are an experienced project manager seeking advancement in your career by earning the Project Management Professional (PMP) certification or are just considering entering the rapidly growing field of project management, you will find what you need at FCC. Every profession has projects and all projects need project managers! The combination of people skills and management techniques taught will provide you with a variety of employment options and potential for career growth.

Administrative Fundamentals

Master the essentials of managerial and staff support and become an indispensable member of your team by identifying opportunities and implementing solutions to turn your office into a high productivity machine. Course content includes information and records management, communications, travel and meeting coordination, accounting basics, business law and contracts, human resources, and ethics and organizational politics.

Professional Development

In today's world, it's important to keep learning and developing your skills so you are ready for what's next. FCC offers convenient and flexible professional development courses to fit a variety of schedules and incomes. Take your skill set to the next level by building on your business writing skills or brushing up on essential rules of grammar. By being proactive and participating in high-quality expert-led career training at FCC, you can help pave the way for continued success in your field.

Browse all classes and register online at frederick.edu/QuickEnroll

For more information on Business & Careers:

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frederick.edu/BusinessCareers

FCC Main Campus • 7932 Opossumtown Pike • Frederick, MD, 21702 • 301.846.2400

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FCC Monroe Center • 200 Monroe Avenue • Frederick, MD 21701 • 301.846.2400