

# BGSU Firelands

## 2008 - 2009 Bookkeeping

### One-Year Certificate Program

*Note: When viewing on-line, click any underlined course prefix to display current course descriptions (may not be available in some browsers).*

Students are responsible for adhering to all college and university requirements and policies as stated in the BGSU Undergraduate Catalog. Pre-requisites shown below are for reference only.

Communication		Pre-Req	Cr	T	G
English 112 is required. Based on placement scores, ENG 110 or ENG 111 may also be required. No more than 6 hours of ENG 110/111/112 count toward graduation. BA 203 is also required.					
ENG 110	Developmental Writing	placement	5		
ENG 111	Introductory Writing	placement	3		
ENG 112	Varieties of Writing	placement	3		
BA 203	Business Communication	ENG 112	3		

Basic Courses (6 hour min)					
Based on placement tests, MATH 090 and/or MATH 095 may be advised. MATH 090 and MATH 095 do not count toward graduation.					
MATH 090	Elementary Algebra	placement	3		
MATH 095	Intermediate Algebra	placement	3		
MATH 120/122 or	College Algebra	placement	3 or 5		
BUSE 101	Business Mathematics			3	
MIS 200	Intro to Management Information Systems		3		

Technical Courses (18 hour min)					
BAT 102 or	Introduction to Business Technology		3		
BA 102	Introduction to Business				
ACCT 221	Accounting and Business Concepts I	soph standing*	3		
ACCT 222	Accounting and Business Concepts II	ACCT 221	3		
ACT 231	Financial Accounting	ACCT 221	3		
ACT 241	Cost Accounting I	ACCT 222	3		
ACT 251	Federal Income Tax		3		

\*or consent of program director/instructor

Student name	_____
PID #	_____
Student e-mail	_____
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### ***Suggested Schedule for Part-time Students***

#### **Year One**

##### **FALL**

BAT/BA 102 (3)  
MATH 120 (5)

##### **SPRING**

ACCT 221 (3)  
ENG 110/111 (5/3)

##### **SUMMER**

ACCT 222 (3)  
ENG 112 (3)

#### **Year Two**

##### **FALL**

ACT 241 (3)  
ACT 251 (3)

##### **SPRING**

ACT 231 (3)  
BA 203 (3)

##### **SUMMER**

MIS 200 (3)

Upon successful completion of all the courses with a cumulative grade point average of 2.00 or higher AND formal admission to Bowling Green State University, the student will be awarded a one-year technical certificate. All coursework in the program may apply toward a future associate degree in a related area. If you are interested in continuing on to an associate degree and/or a bachelor degree program, please consult with your adviser.

**Students are responsible for adhering to all college and university requirements and policies as stated in the BGSU UNDERGRADUATE CATALOG at: [www.bgsu.edu/catalog](http://www.bgsu.edu/catalog)**