

BGSU Firelands

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

2008 - 2009 Business Applications Specialist

One-Year Certificate Program

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

Student name _____

PID # _____

Student e-mail _____

Adviser: **Dr. Teresa Marano**

e-mail: **tmarano@bgnet.bgsu.edu**

office: **311b West**

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.					
ENG 110	Developmental Writing	placement	5		
ENG 111	Introductory Writing		3		
ENG 112	Varieties of Writing		3		
BA 203	Business Communication	ENG 112	3		
IPC 102	Speech Communication		3		

Mathematics Courses					
BUSE 101 is required. Based on placement tests, MATH 090 and/or MATH 095 may also be advised. MATH 090 and 095 do not count towards graduation.					
MATH 090	Elementary Algebra		3		
MATH 095	Intermediate Algebra		3		
BUSE 101	Business Mathematics		3		

Upon successful completion of 30 credits 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 of Science or Associate of Technical Study degree. If you are interested in continuing on to an associate degree program, please consult with your adviser.

6/17/2005

Technical Courses		Pre-Req	Cr	T	G
BUSE 119	Advanced Keyboarding	*	2		
*One semester of high school keyboarding or equivalent. Students need to enter the certificate program with introductory keyboarding skills.					
BUSE 262	Word/Information Processing Applications		3		
MIS 200	Intro to Management Information Systems		3		
BUSE 265	Intermediate Spreadsheet Applications	MIS 200	1		
BUSE 266	Advanced Spreadsheet Applications	BUSE 265	1		
BUSE 269	Intermediate Database Applications	MIS 200	1		
BUSE 270	Advanced Database Applications	BUSE 269	1		
BUSE 272	Intro to Presentation Software Applications		1		
BUSE 276	Desktop Publishing Applications		1		

Technical Elective					
Select one course: BAT 102, ACCT 200, ACCT 221, ECON 200, ECON 202					
BAT 102	Introduction to Business Technology	see catalog			
ACCT 200 or	Accounting Concepts for Non-Business Students		3		
ACCT 221	Accounting & Business Concepts I	soph standing			
ECON 200 or	Introduction to Economics (S)		3		
ECON 202	Principles of Microeconomics (S)	HS algebra or =			

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One-Year Certificate Program

Business Applications Specialist
<i>BG Perspective</i>
ENG 110, 111 and/or 112 (3-8)
IPC 102 (3)
<i>Basic Courses</i>
BA 203 (3)
BUSE 101 (3)
MIS 200 (3)
<i>Core Courses</i>
BUSE 119, 262, 265, 266, 269, 270, 272, 276
<i>Business Elective (3 hour min)</i>
ACCT 200 or ACCT 221 or BAT 102 or
ECON 200 or ECON 202

Many BUSE course numbers have changed. The courses in the left hand column have had their numbers changed to those in the right hand column.

BUSE 204 = BUSE 261
 BUSE 205 = BUSE 268
 BUSE 206 = BUSE 264
 BUSE 207 = BUSE 274
 BUSE 209 = BUSE 119
 BUSE 224 = BUSE 272
 BUSE 227 = BUSE 278
 BUSE 228 = BUSE 279
 BUSE 304 = BUSE 262
 BUSE 305 = BUSE 269
 BUSE 306 = BUSE 265
 BUSE 307 = BUSE 275
 BUSE 308 = BUSE 276
 BUSE 325 = BUSE 270
 BUSE 326 = BUSE 266

ADVISER'S NOTES:

REFER TO THE 2008-2009 UNDERGRADUATE CATALOG FOR INFORMATION ABOUT:
Description of this program
Requirements for the one-year certificate
Courses in the BG Perspective Curriculum
Course Descriptions and Prerequisites
Calculating GPA

Students are responsible for adhering to all college and university requirements and policies as stated in the on-line BGSU UNDERGRADUATE CATALOG at: www.bgsu.edu/catalog

30 hours minimum AND a minimum cumulative GPA of 2.0 or higher required for graduation with a certificate.