



2009 - 2010 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.

Student name _____
 PID # _____
 Student e-mail _____
 Adviser: Dr. Cynthia Miglietti _____
 e-mail: cmiglie@bgnet.bgsu.edu _____
 office: 320e 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. 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

| Suggested Schedule for Part-time Students | |
|--|--|
| Year One | Year Two |
| FALL BAT/BA 102 (3) MATH 120 (5) | FALL ACT 241 (3) ACT 251 (3) |
| SPRING ACCT 221 (3) ENG 110/111 (5/3) | SPRING ACT 231 (3) BA 203 (3) |
| SUMMER ACCT 222 (3) ENG 112 (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.

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