

BGSU Firelands

2012 - 2013 Bookkeeping

One-Year Certificate Program

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 |
|--|------------------------|-----------|----|---|---|
| GSW 1120 is required. Based on placement scores, GSW 1100 or GSW 1110 may also be required. No more than 6 hours of GSW 1100/1110/1120 count toward graduation. BA 2030 is also required. | | | | | |
| GSW 1100 | Developmental Writing | placement | 5 | | |
| GSW 1110 | Introductory Writing | placement | 3 | | |
| GSW 1120 | Varieties of Writing | placement | 3 | | |
| BA 2030 | Business Communication | GSW 1120 | 3 | | |

| Basic Courses (6 hour min) | | | | | |
|---|--|-----------|-------------|--|--|
| Based on placement tests, MATH 90 and/or MATH 95 may be advised. MATH 90 and MATH 95 do not count toward graduation. | | | | | |
| MATH 90 | Elementary Algebra | placement | 3 | | |
| MATH 95 | Intermediate Algebra | placement | 3 | | |
| MATH 1220/1200 or BUSE 1010 | College Algebra/College Algebra II Business Mathematics | placement | 3 or 5 3 | | |
| MIS 2000 or CS 1000 | Intro to Management Information Systems Computer Basics | | 3 | | |

| Technical Courses (18 hour min) | | | | | |
|---------------------------------|---|----------------|---|--|--|
| BAT 1020 or BA 1020 | Introduction to Business Technology Introduction to Business | | 3 | | |
| ACCT 2210 | Accounting and Business Concepts I | soph standing* | 3 | | |
| ACCT 2220 | Accounting and Business Concepts II | ACCT 2210 | 3 | | |
| ACT 2310 | Financial Accounting | ACCT 2210 | 3 | | |
| ACT 2410 | Cost Accounting I | ACCT 2220 | 3 | | |
| ACT 2510 | Federal Income Tax | | 3 | | |

*or consent of program director/instructor

Student Name _____

BGSU ID _____

Student e-mail _____

Advisor: Dr. Cynthia Miglietti

e-mail: cmiglie@bgsu.edu

office: 329A West

Suggested Schedule for Part-time Students

Year One

FALL

BAT/BA 1020 (3)
MATH 1200/1220 (3-5)

SPRING

ACCT 2210 (3)
GSW 1100/1110 (5/3)

SUMMER

ACCT 2220 (3)
GSW 1120 (3)

Year Two

FALL

ACT 2410 (3)
ACT 2510 (3)

SPRING

ACT 2310 (3)
BA 2030 (3)

SUMMER

MIS 2000/CS 1000 (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 advisor.

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