

# BGSU Firelands

## 2012-2013 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. Pre-requisites shown below are for reference only.

Student Name \_\_\_\_\_

BGSU ID \_\_\_\_\_

Student e-mail \_\_\_\_\_

Advisor: **Dr. Cynthia Miglietti**

e-mail: **cmiglie@bgsu.edu**

office: 329A West

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.					
GSW 1100	Intensive Introduction to Academic Writing	placement	5		
GSW 1110	Introduction to Academic Writing		3		
GSW 1120	Academic Writing		3		
BA 2030	Business Communication	GSW 1120	3		
COMM 1020	Intro. To Communication		3		

Mathematics Courses					
BUSE 1010 is required. Based on placement tests, MATH 90 and/or MATH 95 may also be advised. MATH 90 and 95 do not count towards graduation.					
MATH 90	Elementary Algebra		3		
MATH 95	Intermediate Algebra		3		
BUSE 1010	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 advisor.

Technical Courses		Pre-Req	Cr	T	G
BUSE 1190	Advanced Keyboarding	*	2		
*One semester of high school keyboarding or equivalent. Students need to enter the certificate program with introductory keyboarding skills.					
BUSE 2620	Word Processing Applications		3		
MIS 2000 or	Intro to Management Information Systems	placement	3		
CS 1000	Computer Basics				
BUSE 2650	Intermediate Spreadsheet Applications	MIS 2000 or CS 1000	1		
BUSE 2660	Advanced Spreadsheet Applications	BUSE 2650	1		
BUSE 2690	Intermediate Database Applications	MIS 2000 or CS 1000	1		
BUSE 2700	Advanced Database Applications	BUSE 2690	1		
BUSE 2720 or	Intro to Presentation Software Applications		1		
BUSE 2760 or	Desktop Publishing Applications		1		
BAT 2900	Studies in Business		1-3		

Technical Elective					
Select one course: BAT 1020, ACCT 2000, ACCT 2210, ECON 2000, ECON 2020					
BA 1500 or	Overview of Business Administration		3		
BAT 1020	Introduction to Business Technology	see catalog			
ACCT 2000 or	Accounting Concepts for Nonbusiness Students		3		
ACCT 2210	Accounting and Business Concepts I	sophomore			
ECON 2000 or	Introduction to Economics (S)		3		
ECON 2020	Principles of Microeconomics	HS algebra or =			

# 2012-2013 Business Applications Specialist

One-Year Certificate Program

<b>Business Applications Specialist</b>
<i>BG Perspective</i>
GSW 1100, 1110 and/or 1120 (3-8)
COMM 1020
<i>Basic Courses</i>
BA 2030 (3)
BUSE 1010 (3)
MIS 2000 (3)
<i>Core Courses</i>
BUSE 1190, 2620, 2650, 2660, 2690, 2700, 2720, 2760
<i>Business Elective (3 hour min)</i>
ACCT 2000 or ACCT 2210 or BAT 1020 or ECON 2000 or ECON 2020

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 2610  
 BUSE 205 = BUSE 2680  
 BUSE 206 = BUSE 2640  
 BUSE 207 = BUSE 2740  
 BUSE 209 = BUSE 1190  
 BUSE 224 = BUSE 2720  
 BUSE 227 = BUSE 2780  
 BUSE 228 = BUSE 2790  
 BUSE 304 = BUSE 2620  
 BUSE 305 = BUSE 2690  
 BUSE 306 = BUSE 2650  
 BUSE 307 = BUSE 2750  
 BUSE 308 = BUSE 2760  
 BUSE 325 = BUSE 2700  
 BUSE 326 = BUSE 2660

ADVISOR'S NOTES:

<b>REFER TO THE 2012-2013 UNDERGRADUATE CATALOG FOR INFORMATION ABOUT:</b>
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](http://www.bgsu.edu/catalog)**

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