

Fall 2019
Bookkeeping
One-Year Certificate Program



General Requirements

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.

English Composition and Oral Communication

WRIT 1120 is required. Based on placement scores, WRIT 1010 and/or WRIT 1110 may also be required. BA 2030 is also required.

| Hrs | Grade | |
|----------|-----------------|---------------------------------------|
| <u>3</u> | <u> </u> | WRIT 1110 Seminar in Academic Writing |
| <u>3</u> | <u> </u> | WRIT 1120 Seminar in Research Writing |
| <u>3</u> | <u> </u> | BA 2030 Business Communication |

Basic Courses (6 hour minimum)

MATH 1220 & STAT 2000 or MATH 1260, STAT 2110 & STAT 2120 are required. Placement in MATH 1220 will be based on placement tests.

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|----------|-----------------|--|
| <u>3</u> | <u> </u> | IS 2000 Introduction to Information Systems or CS 1000 Computer Basics |
| <u>3</u> | <u> </u> | Elective |

Technical Courses (18 hour minimum)

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|----------|-----------------|---|
| <u>3</u> | <u> </u> | BAT 1020 Introduction to Business Technology or BA 1500 Overview of Business Administration |
| <u>3</u> | <u> </u> | ACCT 2210 Accounting and Business Concepts I |
| <u>3</u> | <u> </u> | ACCT 2220 Accounting and Business Concepts II |
| <u>3</u> | <u> </u> | ACT 2310 Financial Accounting |
| <u>3</u> | <u> </u> | ACT 2410 Cost Accounting I |
| <u>3</u> | <u> </u> | ACT 2510 Federal Income Tax |

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 Firelands, 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.