

**Fall 2020**  
**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.

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

**Technical Courses (18 hour minimum)**

|          |              |   |
|----------|--------------|---|
| <u>3</u> | <u>_____</u> | BAT 1020 Introduction to Business Technology <b>or</b><br>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.