

Business Management Technology

**Bookkeeping
Management and Supervision
Small Business Management**

One-Year Certificate Programs

The certificate programs in bookkeeping, management and supervision, and small business management serve the needs of students who are interested in beginning a business career.

Career Opportunities

Graduates with a certificate in bookkeeping are able to enter a business as an accounting clerk. The management and supervision and small business management certificates give graduates the skills to effectively manage a small business.

Management theory, learning how to motivate employees, keeping accurate financial records and promoting a small business are a few of the major topics in the programs that provide students with a strong knowledge base and practical skills.

Curriculum

The goal of the program is to provide students with a solid foundation in business by enhancing written and oral communication skills, strengthening critical thinking abilities and helping students become familiar with business concepts.

Program Requirements

Communication (6 hours minimum)

English
Business and Written Communications

Basic Courses (3 hours minimum)

Business Mathematics
Management Information Systems

Bookkeeping (12 hours minimum)

Cost Accounting
Financial Accounting I and II
Federal Income Tax

Management & Supervision (12 hours minimum)

Human Resource Management
Total Quality Leadership

Small Business Management (12 hours minimum)

Advertising
Management & Supervision

Coursework in the certificate program may apply toward an associate degree in a related area.

For Further Information

Cindy Miglietti Ph.D., Program Director
Business Management
BGSU Firelands
One University Drive
Huron, OH 44839
419-433-5560 ext. 2-0684
email: cmiglie@bgsu.edu

Debralee Divers, Director
Enrollment Management & Student
Retention Services
419-433-5560 ext. 2-0629
email: divers@bgsu.edu

Cheryl L. Chafee, Asst. Director
Admissions and Financial Aid
419-433-5560 ext. 2-0683
email: cchafee@bgsu.edu

Web site: www.firelands.bgsu.edu

Your University Opportunity

BGSU Firelands, located in Huron, Ohio, is a regional campus and one of the seven undergraduate colleges of Bowling Green State University. We offer many of the advantages and resources of a major university, but in a smaller, more personal environment.

Generally, students are able to complete at least two years of coursework toward most of the 200-degree programs at BGSU before transferring to the main campus, or to another college or university.

BGSU Firelands offers students a wireless environment campus wide. Kiosks and public-access computers located in most

campus buildings provide easy Internet access. In addition, there are several on-campus computer labs with a variety of computers and software programs.

The library, containing more than 30,000 volumes, is computer-linked to the more than 4 million items available through BGSU's libraries to provide excellent research opportunities.

Academic advisors work individually with students to plan their degree programs and small class sizes allow students to have close, personal contact with their professors. Free tutoring is readily available through the Teaching and Learning Center. Scholarships, grants and loans are available to assist students with tuition.

NOTE: Information in this guide is subject to change without notice. To learn more about the official program of study for Business Management Technology, please check the undergraduate catalog online at <http://www.bgsu.edu/catalog/colleges-and-programs/bgsu-firelands.html>