

# CERTIFICATION TO ENHANCE YOUR SKILLS.



## BOOKKEEPING CERTIFICATE

Do you enjoy working with numbers? If so, a certificate in accounting may be perfect for you. By completing this certificate, you will develop the technical skills needed to work in a variety of accounting-related careers. Credits from this certificate can be applied toward the Accounting Technology degree.

### JOBS RELATED TO THIS CERTIFICATE INCLUDE

Tax Preparers; Bookkeeping, Accounting, and Auditing Clerks; Billing and Posting Clerks; Payroll and Timekeeping Clerks; and Brokerage Clerks.

### SALARY

The U.S. Department of Labor, Bureau of Labor Statistics for the Northwest Ohio area, reports annual salaries for positions such as those listed above range from \$43,680 to \$46,310.

The Ohio Department of Jobs and Family Services estimates that the demand for workers in the types of jobs described above will grow 3% in Ohio between 2022 and 2032.



### ACCREDITATION

Accounting programs are accredited by the Accreditation Council for Business Schools and Programs (ACBSP).

### LOCATION

Toledo-area Campus  
Online

### REQUIRED COURSES

All of these courses are also requirements of the Accounting Technology degree.

#### 1ST SEMESTER

ACC 101	Introductory Financial Acct	Credits: 3(Lec: 3)
BUS 102	College & Career Professional	Credits: 3(Lec: 3)
BUS 120	Principles of Management	Credits: 3(Lec: 3)
ENG 111	Composition I *	Credits: 3(Lec: 3)
	or	
ENG 111P	Composition I Plus *	Credits: 4(Lec: 4)
IST 131	Computer Concepts and Apps	Credits: 3(Lec: 3)

#### 2ND SEMESTER

ACC 150	Payroll Accounting	Credits: 3(Lec: 3)
ACC 239	Quickbooks	Credits: 3(Lec: 3)
IST 235	Spreadsheet Applications-Excel	Credits: 3(Lec: 3)
MTH 133	Quantitative Reasoning *	Credits: 3(Lec: 3 Lab: 1)
	or	
MTH 213	Introductory Statistics *	Credits: 3(Lec: 3)
	or	
MTH 213P	Introductory Statistics Plus	Credits: 4(Lec: 4)
OAD 110	Bus & Profession Communication	Credits: 3(Lec: 3)

\*Ohio Transfer Module Course

More information about the Ohio Transfer Module Course can be found at [www.ohiohighered.org/transfer/transfermodule](http://www.ohiohighered.org/transfer/transfermodule)

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