



CERTIFICATION TO ENHANCE YOUR SKILLS.

QUICKBOOKS CERTIFICATE

Do you enjoy working with numbers and want to be eligible for entry-level position in an accounting or bookkeeping related career? If so, the Quickbooks Certificate will help you develop the technical skills needed to get started, or prepare you for future advancement. Credits from this certificate can be applied to the Payroll Certificate, Bookkeeping Certificate and the Accounting Technology Degree.

JOBS RELATED TO THIS CERTIFICATE

Bill and Account Collectors, Bookkeeping, Accounting, and Auditing Clerks

SALARY

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

LOCATION

Toledo-area Campus
Online

REQUIRED COURSES

1ST SEMESTER

ACC 100	Accounting for Small Business	Credits: 3(Lec: 3)
or		
ACC 101	Introductory Financial Acct	Credits: 3(Lec: 3)
IST 131	Computer Concepts and Apps	Credits: 3(Lec: 3)

2ND SEMESTER

ACC 239	Quickbooks	Credits: 3(Lec: 3)
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Office of Admissions
Toledo-area Campus - (567) 661-7777

School of Business, Hospitality Management and Public Safety
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