



## 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.

### 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 \$31,408 to \$36,566.

The Ohio Department of Jobs and Family Services estimates that the demand for workers in the types of jobs described above will grow from 13.2% to 26.4% in Ohio between 2014 and 2024.

### LOCATION

Toledo-area Campus  
Online

### REQUIRED COURSES

BUS 102	College & Career Professional	Credits: 3(Lec: 3)
ENG 111	Composition I	Credits: 3(Lec: 3)
	or	
ENG 111P	Composition I Plus *	Credits: 4(Lec: 4)
ACC 101	Introductory Financial Acct	Credits: 3(Lec: 3)
IST 131	Computer Concepts and Apps	Credits: 3(Lec: 3)
MTH 133	Quantitative Reasoning *	Credits: 3(Lec: 3 Lab: 1)
	or	
MTH 213	Introductory Statistics *	Credits: 3(Lec: 3)
OAD 110	Bus & Profession Communication	Credits: 3(Lec: 3)
IST 235	Spreadsheet Applications-Excel	Credits: 3(Lec: 3)
ACC 239	Quickbooks	Credits: 3(Lec: 3)
ACC 150	Payroll Accounting	Credits: 3(Lec: 3)
BUS 200	The Legal Environment of Bus	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)



### ACCREDITATION

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

**OWENS.EDU**

#### Office of Admissions

Toledo-area Campus - (567) 661-7777  
Findlay-area Campus - (567) 429-3509

#### School of Business, Hospitality Management and Public Safety

(567) 661-7280  
[business@owens.edu](mailto:business@owens.edu)



**OWENS**  
COMMUNITY COLLEGE