



PAYROLL CERTIFICATE

Do you enjoy working with numbers and want to be eligible for entry-level position in an accounting related career? If so, the Payroll Certificate will help you develop the technical skills needed to get started. Credits apply towards the Accounting Technology Degree.

JOBS RELATED TO THIS CERTIFICATE

Payroll and Timekeeping 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 \$28,130 - \$63,180.

LOCATION

Toledo-Area Campus
Online

REQUIRED COURSES

ACC 101	Introductory Financial Accounting	Credits: 3 (Lec: 3)
BUS 120	Principles of Management	Credits: 3 (Lec: 3)
BUS 102	College & Career Professional	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)
IST 235	Spreadsheet Applications - Excel	Credits: 3 (Lec: 3)
ACC 239	Quickbooks	Credits: 3 (Lec: 3)
ACC 150	Payroll Accounting	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

OWENS.EDU

Office of Admissions

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