



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

Findlay-area Campus
Toledo-Area Campus

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 121	Mathematics of Finance	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)

For more information, visit www.owens.edu or call:

Office of Admissions

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

School of Business, Information and Public Service

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