

CERTIFICATION TO ENHANCE YOUR SKILLS.

PAYROLL CERTIFICATE

Do you enjoy working with numbers and want to be eligible for entry-level positions in an accounting-related career? If so, the Payroll Certificate will help you develop the technical skills needed to get started. Credits from this certificate can be applied to the Bookkeeping Certificate and 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 \$34,220 - \$73,580.

LOCATION

Toledo-area Campus
Online

ACCREDITATION

This program is accredited by the Accreditation Council for Business Schools and Programs (ACBSP).



REQUIRED COURSES

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)
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)

*Ohio Transfer Module Course

More information about the Ohio Transfer Module Course can be found at www.ohiohighered.org/transfer/transfermodule

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