

# PAYROLL SPECIALIST

## DIPLOMA - 32 CREDITS

### Program Plan — "Spring Starts"

Locations: Moorhead, Online

#### 1st Spring Term (12 credits)

##### Courses

| Course                                     | Crds |
|--|------|
| ACCT2211 - Financial Accounting I .....    | 3    |
| BUS1100 - Business Computers .....         | 3    |
| HRES1122 - Human Resource Management ..... | 3    |

##### 3 credits in one or more of the following:

Goal Area 1. Communication

#### 2nd Fall Term (12 credits)

##### Courses

| Course                                    | Crds |
|---|------|
| ACCT1101 - Payroll .....                  | 3    |
| ACCT1124 - Spreadsheet Applications ..... | 3    |
| ACCT2212 - Financial Accounting II .....  | 3    |
| HRES1130 - Benefits Administration .....  | 3    |

#### 2nd Spring Term (8 credits)

##### Courses

| Course                      | Crds |
|-----------------------------|------|
| ACCT2218 - QuickBooks ..... | 2    |

##### 6 credits in one or more of the following:

|   |   |
|---|---|
| ACCT2210 - Managerial Accounting .....        | 4 |
| ACCT2255 - Income Tax-Individual .....        | 3 |
| ACCT2256 - Income Tax-Business .....          | 3 |
| ACCT2616 - Intermediate Accounting I .....    | 3 |
| ACCT2640 - Accounting Internship .....        | 1 |
| BUS1141 - Introduction to Business .....      | 3 |
| BUS2150 - Legal Environment of Business ..... | 3 |
| BUS2204 - Principles of Management .....      | 3 |
| BUS2206 - Principles of Marketing .....       | 3 |