

PAYROLL SPECIALIST DIPLOMA - 32 CREDITS

Program Plan — "Spring Starts"
Locations: Moorhead, Online

1st Spring Term (12 credits)

Courses

3 credits in one or more of the following:

Goal Area 1. Communication

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

1st 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

6 credits in one or more of the following:

Course	Crds
ACCT2218 - QuickBooks	2

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