PAYROLL SPECIALIST

DIPLOMA – 32 CREDITS

Program Plan — "Fall Starts Primary Plan"

Locations: Moorhead,Online

1st Fall Term (15 credits)

Courses

Course	Crds
ACCT2211 - Financial Accounting I	3
BUS1100 - Business Computers	3
HRES1122 - Human Resource Management	3
HRES1130 - Benefits Administration	3

3 credits in one or more of the following:

Goal Area 1. Communication

1st Spring Term (17 credits)

Courses

Course	Crds
ACCT1101 - Payroll	3
ACCT1124 - Spreadsheet Applications	3
ACCT2212 - Financial Accounting II	3
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
BUS1141 - Introduction to Business 3
BUS2150 - Legal Environment of Business 3
BUS2204 - Principles of Management 3
BUS2206 - Principles of Marketing 3

© 2026 Minnesota State Community and Technical College. We reserve the right to periodically update information without notice. The information in this publication should not be regarded as contractual in nature.