PAYROLL SPECIALIST
DIPLOMA – 32 CREDITS

About this program

This program provides the knowledge and skills necessary to perform routine calculating, journalizing, posting and verifying duties to maintain accounting records and prepare payroll reports and returns and employee records. Both manual and computerized accounting concepts and applications are included.

Program outcomes

1. Apply accounting theory to service and merchandising organizations.
2. Prepare financial statements in accordance with generally accepted accounting principles.
3. Use knowledge and skills of human resources to analyze and solve related HR problems and situations.
4. Demonstrate effective communications.
5. Demonstrate critical thinking.
6. Demonstrate effective use of technology.
7. Demonstrate personal, social and ethical responsibility.
8. Demonstrate application of a variety of software programs, including integrated accounting software.
9. Demonstrate effective interpersonal communication skills, including interviewing, negotiation, presentation and training applied to human resource management.
10. Develop ethical policies and procedures related to employment processes, including employee selection, termination, performance evaluation, compensation, forecasting and benefit administration.
11. Calculate payroll, maintain records and prepare reports in compliance with state and federal requirements.

Curriculum overview

Crds	Requirement type
	Total

Developmental courses note: A student may be required to enroll in developmental courses in reading, writing and math. A student's scores on the Accuplacer assessment will determine enrollment in developmental courses. The purpose of developmental courses is to prepare students for the demands of a college-level curriculum. *Credits may vary.*

Accreditation: Minnesota State Community and Technical College is accredited by the Higher Learning Commission, a regional accreditation agency recognized by the U.S. Department of Education. The Higher Learning Commission 230 South LaSalle Street, Suite 7-500 Chicago, IL 60604-1411 http://www.ncahigherlearningcommission.org Phone: 312.263.0456 / 800.621.7440

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Curriculum requirement details

Required courses

Other requirements or restricted electives

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Course summaries

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Program Plan — ""

Locations:

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