

# 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

## 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**

**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
- 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