

# 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

| <b>Crds</b> | <b>Requirement type</b>                 |
|-------------|---|
| 23          | Required courses                        |
| 6           | Restricted electives in courses         |
| 3           | Restricted electives in MnTC Goal Areas |
| <b>32</b>   | <b>Total</b>                            |

**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

# Curriculum requirement details

## Required courses

| <b>Course</b>                              | <b>Crds</b> |
|--|-------------|
| ACCT1101 - Payroll .....                   | 3           |
| ACCT1124 - Spreadsheet Applications .....  | 3           |
| ACCT2211 - Financial Accounting I .....    | 3           |
| ACCT2212 - Financial Accounting II .....   | 3           |
| ACCT2218 - QuickBooks .....                | 2           |
| BUS1100 - Business Computers .....         | 3           |
| HRES1122 - Human Resource Management ..... | 3           |
| HRES1130 - Benefits Administration .....   | 3           |

## Other requirements or restricted electives

**6 credits from one or more of these Courses:**

| <b>Course title</b>                           | <b>Credits</b> |
|---|----------------|
| 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              |

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**3 credits from these Goal Areas:**

- 1. Communication
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## Course summaries

**ACCT1101 - Payroll** ..... (3 credits)

This course covers the various tax laws pertaining to the computation and payment of salaries and wages, and use of the touch system on the 10-key number pad. Topics include preparation of employment records, payroll registers, time cards, employee earnings records and government payroll reports.

**ACCT1124 - Spreadsheet Applications** ..... (3 credits)

This course provides students with in-depth coverage of a spreadsheet application as used in a business setting. Students should be familiar with Windows and word processing.

**Prerequisites:**

- BUS1100

**ACCT2211 - Financial Accounting I** ..... (3 credits)

This course introduces students to the content and concepts underlying financial statements. Course content includes study of the accounting model, financial statements, merchandise accounting, internal controls and accounting for assets. The course will focus on using accounting information for decision making.

**ACCT2212 - Financial Accounting II** ..... (3 credits)

This course continues the introduction to the content and concepts underlying basic financial statements. Major content includes income measurement, accrual accounting, accounting theory, time-value of money, accounting for current and long-term liabilities, owner's equity for sole proprietorships, partnerships and corporations, statement of cash flows and financial statement analysis.

**Corequisites:**

- ACCT2211

**ACCT2218 - QuickBooks** ..... (2 credits)

This course is an introduction to computerized accounting applications and software used in the business environment. Topics may include general ledger accounting, payroll procedures, accounts receivable, accounts payable, inventory and depreciation.

**Prerequisites:**

- ACCT2211
- BUS1100

**BUS1100 - Business Computers** ..... (3 credits)

Students will utilize business computer software applications including word processing, spreadsheets, databases and presentation software to solve business problems, emphasizing professional design and organization. Additional topics include basic computer hardware, computer security and ethics, privacy concerns and professional communication standards.

**HRES1122 - Human Resource Management** ..... (3 credits)

This course is an introduction to the basic principles of human resource functions and services. It provides a background and understanding for further human resource courses.

**HRES1130 - Benefits Administration** ..... (3 credits)

This course covers basic knowledge and information about the various types of benefits that are typically offered by employers for their employees.

**ACCT2210 - Managerial Accounting** ..... (4 credits)

This course focuses on providing financial information to management for strategic decision-making related to cost analysis and cost management.

**ACCT2255 - Income Tax-Individual** ..... (3 credits)

This course provides an explanation and interpretation of the Internal Revenue Code as applied to individual income tax returns. Topics covered include filing requirements, filing status, gross income and exclusions, business income and expenses, tax credits and tax estimates.

**ACCT2256 - Income Tax-Business** ..... (3 credits)

This course provides an explanation and interpretation of the Internal Revenue Code as applied to sole proprietorships, partnerships and corporations. Topics include business income, expenses, business tax credits, withholding and payment of established estate and trust tax issues.

**ACCT2616 - Intermediate Accounting I** ..... (3 credits)

This course is a comprehensive study of accounting theory and concepts with an analysis of the influence on financial accounting by various boards, associations and governmental agencies. Topics may include the income statement, balance sheet, statement of cash flows, and various asset, liability and equity sections.

**ACCT2640 - Accounting Internship** ..... (1 credits)  
This course provides students with actual work experience in accounting careers. Student is responsible for obtaining accounting internship.

**BUS1141 - Introduction to Business** ..... (3 credits)  
This course offers a broad overview of the business world for both business and non-business majors. It is an introduction to the business environment, business ownership, management, marketing, technology and information, human resources, accounting and legal studies. This course introduces students to the concepts and knowledge of key business functions within the context of the global economy. This class will provide a foundation for other business courses and help students discover their career path while learning the fundamentals of business.

**BUS2150 - Legal Environment of Business** ..... (3 credits)  
This course offers an overview of the American legal system and provides an introduction to what a business person should know about the law and the American legal system. Major content areas include the court system, trial process, alternative dispute resolution, business and the Constitution, the administrative process, torts and product liability, common law of contracts, employment law, employment discrimination, anti-trust law, international business and ethics.

**BUS2204 - Principles of Management** ..... (3 credits)  
This course examines the historical and philosophical foundations of management as well as current theory and practices. Managerial decisions as a planner, organizer, motivator, controller and leader of a diverse workforce in a competitive environment are identified and evaluated. The course is a study of the basic principles of business management, including the functional, scientific, behavioral and systems approaches along with the role of projects in contemporary organizations. Current literature, concepts, models and applications may be included as well as the use of case studies.

**BUS2206 - Principles of Marketing** ..... (3 credits)  
This course examines the business function of marketing and will enhance students' decision-making skills in a global market. The course focuses on how marketers create value by satisfying customer needs and wants by analyzing which target markets the organization can best serve, and the appropriate strategies to serve these markets. This course will also discuss the implications of environmental factors (including the digital environment) that can impact the marketing strategies of a business. Topics include business and consumer markets, branding and product strategies, marketing research, digital marketing concepts, pricing, promotion and supply chain management.

# 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 |