ACCOUNTING CLERK

DIPLOMA – 32 CREDITS

Program Plan — "Fall Start"

Locations: Moorhead,Online

1st Fall Term (15 credits)

Courses

Course	Crds
ACCT2211 - Financial Accounting I	3
ACCT2255 - Income Tax-Individual	3
BUS1100 - Business Computers	3

3 credits in one or more of the following:

Goal Area 1. Communication

3 credits in one or more of the following:

BUS1141 - Introduction to Business BUS2150 - Legal Environment of Business BUS2204 - Principles of Management BUS2206 - Principles of Marketing HRES1122 - Human Resource Management HRES1130 - Benefits Administration AGRI1170 - Introduction to Ag

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
ACCT2256 - Income Tax-Business 3
AGRI1170 - Introduction to Agribusiness 3
BUS1141 - Introduction to Business 3
BUS2150 - Legal Environment of Business 3
BUS2204 - Principles of Management 3
BUS2206 - Principles of Marketing 3
HRES1122 - Human Resource Management 3
HRES1130 - Benefits Administration 3

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