

# ACCOUNTING CLERK DIPLOMA - 32 CREDITS

## Program Plan — "Fall Start"

Locations: Moorhead,Online

### 1st Fall Term (15 credits)

#### Courses

#### 3 credits in one or more of the following:

Goal Area 1. Communication

Course	Crds
ACCT1101 - Payroll .....	3
ACCT2211 - Financial Accounting I .....	3
ACCT2255 - Income Tax-Individual .....	3
BUS1100 - Business Computers .....	3

### 1st Spring Term (17 credits)

#### Courses

#### 9 credits in one or more of the following:

Course	Crds
ACCT1124 - Spreadsheet Applications .....	3
ACCT2212 - Financial Accounting II .....	3
ACCT2218 - QuickBooks .....	2

ACCT2210 - Managerial Accounting .....	4
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
HRES1122 - Human Resource Management .....	3
HRES1130 - Benefits Administration .....	3