

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