

# ACCOUNTING CLERK

## DIPLOMA - 32 CREDITS

### Program Plan — "Fall Start"

Locations: Moorhead, Online

#### 1st Fall Term (15 credits)

##### Courses

Course	Credits
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	Credits
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 ..... 6  
 ACCT2256 - Income Tax-Business ..... 6  
 AGRI1170 - Introduction to Agribusiness ..... 6  
 BUS1141 - Introduction to Business ..... 6  
 BUS2150 - Legal Environment of Business ..... 6  
 BUS2204 - Principles of Management ..... 6  
 BUS2206 - Principles of Marketing ..... 6  
 HRES1122 - Human Resource Management ..... 6  
 HRES1130 - Benefits Administration ..... 6