

ACCOUNTING CLERK

DIPLOMA - 32 CREDITS

Program Plan — "Spring Start"

Locations: Moorhead, Online

1st Spring Term (9 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

2nd Fall Term (12 credits)

Courses

Course	Crds
ACCT1101 - Payroll	3
ACCT1124 - Spreadsheet Applications	3
ACCT2212 - Financial Accounting II	3
ACCT2255 - Income Tax-Individual	3

2nd Spring Term (11 credits)

Courses

Course	Crds
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

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