

# 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

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

Course	Crds
ACCT2218 - QuickBooks .....	2

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

#### 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