

ACCOUNTING CLERK DIPLOMA - 32 CREDITS

Program Plan — "Fall Start"
Locations: Moorhead, Online

1st Fall Term (15 credits)

Courses

Course	Crds
ACCT1101 - Payroll	3
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

1st Spring Term (17 credits)

Courses

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

9 credits in one or more of the following:

- 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