

# 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