

ACCOUNTING CLERK DIPLOMA - 32 CREDITS

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

1st Spring Term (9 credits)

Courses

Course	Crds
ACCT2211 - Financial Accounting I	3
BUS1100 - Business Computers	3

3 credits in one or more of the following:

Goal Area 1. Communication

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 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