

ACCOUNTING CLERK Diploma Program

I. RCTC General Education Requirements 7 Credits

MNTC approved courses – take at least one

ENGL 1109 Introduction to Technical Communication..... 3 cr

OR

ENGL 1117* Reading and Writing Critically I..... 4 cr

*Honors equivalents available

Remaining 3-4 credits can be taken from either
MNTC General Education courses or RCTC Goals 11-14

II. Program-Related Technical or Professional Courses 20 Credits

ACCT 1807 Accounting Math/Calculators 3 cr

ACCT 1814 Payroll Accounting 3 cr

ACCT 2217 Financial Accounting 4 cr

ACCT 2218 Managerial Accounting 4 cr

ACCT 2234 Computerized Accounting 3 cr

ACCT 2237 Accounting Spreadsheet Applications 3 cr

III. Accounting Related Electives 3 Credits

Recommended Electives: Any ACCT, BTEC, BUS, SMGT or course approved by program advisor

TOTAL..... 30 Credits

Semester I

ACCT 1807 3 cr

ACCT 2217 4 cr

MNTC Course 3 cr

Accounting Related Electives 3 cr

Semester II

ACCT 1814 3 cr

ACCT 2218 4 cr

ACCT 2234 3 cr

ACCT 2237 3 cr

General Education Electives 3 cr

Implementation: Fall 2009

Revised: 07/13/2009

Reviewed: 07/2009

For more information contact:

http://www.rctc.edu/counseling_career_center/pdf/AdvisorList-2008-09.pdf

Purpose: The Accounting Clerk Diploma prepares students to process manual or computerized accounting records for a business, such as recording and posting sales invoices, disbursements, deductions from payroll, pay and expense vouchers, remittances paid and due, checks, and claims. Students will also learn to compute and record interest charges, process refunds, determine cost of lost or damaged goods, and calculate freight or express charges. Documents prepared may include vouchers, invoices, account statements, payrolls, periodic reports, bank statement's reconciliation, etc.

The program prepares students for positions with titles such as accounting clerk, accounts payable clerk (with accounting duties specified), accounts receivable clerk, advance payment clerk (clerical), billing clerk, cash posting clerk, tax record clerk, and payroll clerk.

The accounting clerk diploma program is designed as an occupational program leading to employment upon graduation. If pursuing further education, check with receiving institution regarding which RCTC credits will transfer because each college or university determines what credits will transfer to their institution.

Prerequisites: The student should have average to above average ability in reasoning and reading comprehension. Students should be proficient in basic communications and basic math. Discretion, judgment, and initiative are also important. In addition to accounting skill competence, employers seek accountants who have common sense, sound judgment, ambition, dependability, initiative, poise and talent.

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