RCTC PROGRAM PLAN

ACCOUNTING CLERK
Diploma

I. MINNESOTA TRANSFER CURRICULUM (MNTC)/
GENERAL EDUCATION REQUIREMENTS............................................................... 7 CREDITS
MNTC approved courses—take at least one:
ENGL 1109, Introduction to Professional and Technical Communication, 3 cr
OR
ENGL 1117, Reading and Writing Critically I, 4 cr
Remaining 3-4 credits to be taken from MNTC General Education courses

II. PROGRAM CORE REQUIREMENTS..................................................................... 20 CREDITS
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
ACCT 2836, Accounting and Database Applications, 3 cr

III. ACCOUNTING RELATED ELECTIVES........................................................... 4 CREDITS
RECOMMENDED: Any ACCT, BTEC, BUS, ECON, SMGT or course approved by program advisor.

TOTAL.................................................................................................................. 31 CREDITS

ADDITIONAL NOTES:
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, and record interest 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.

PROGRAM ENTRANCE REQUIREMENTS:
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. Revised: 12/13/2016; Implementation: Fall 2017