

ACCOUNTING CLERK Diploma Program

I.	RCTC General Education Requirements	8 Credits
	MNTC approved courses – take at least one	
	ENGL 1109 Introduction to Technical Communication.....	3 cr
	ENGL 1117* Reading and Writing Critically I.....	4 cr
	PSYC 1611 Psychology of Adjustments, 3 cr OR PSYC 2618, General Psychology, 4 cr	
	RCTC General Education Courses	
	ENGL 1630 College English instead of ENGL 1117*	3 cr
	BTEC 1220 Human Relations in Organizations (instead of PSYC 1611)	3 cr
	BTEC 2870 Employment Strategies	1 cr
	Any RCTC course that is not ACCT, if needed to get to 8 credits	
	*Honors equivalents available	
II.	Program-Related Technical or Professional Courses	22 Credits
	ACCT 1807 Accounting Math/Calculators	3 cr
	ACCT 1810 Applied Principles of Accounting I	4 cr
	OR ACCT 2217 Financial Accounting.....	4 cr
	ACCT 1811 Applied Principles of Accounting II	4 cr
	OR ACCT 2218 Managerial Accounting.....	4 cr
	ACCT 1814 Payroll Accounting	3 cr
	ACCT 2234 Computerized Accounting	3 cr
	ACCT 2237 Accounting Spreadsheet Applications	3 cr
	BTEC 1050 Keyboarding	2 cr
III.	Accounting Related Electives.....	2 Credits
	Recommended Electives: Any ACCT, BTEC, BUS or course approved by program advisor	
	TOTAL	32 Credits

Semester I

ACCT 1807
 ACCT 1810 **OR** ACCT 2217
 BTEC 1050
 ENGL 1117 **OR** ENGL 1917
OR ENGL 1630
 Electives

Semester II

3 cr	ACCT 1811 OR ACCT 2218	4 cr
4 cr	ACCT 1814	3 cr
2 cr	ACCT 2234	3 cr
4 cr	ACCT 2237	3 cr
3 cr	PSYC 1611 OR PSYC 2618 OR BTEC 1220	3 cr

Implementation: Spring 2008
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 Reviewed: 02/2008

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Or find us on the internet at www.roch.edu/rctc

Purpose: This program is designed to build from the Bookkeeping Clerk Certificate foundation courses. 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.

Courses taken in this program provide a foundation for further coursework in the Accounting Technician Diploma, Accountant Diploma, and Accountant A.A.S. Degree programs. The accounting associate in applied science degree, diplomas, or certificate programs will not transfer to four-year institutions, but individual courses may transfer. General education credits that meet the Minnesota Transfer Curriculum criteria will transfer to other Minnesota public colleges and universities. Students should check with the 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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