

# RCTC PROGRAM PLAN

## ACCOUNTING CLERK

Diploma

### I. MINNESOTA TRANSFER CURRICULUM (MnTC)/

**GENERAL EDUCATION REQUIREMENTS..... 7 CREDITS**

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 Courses

### II. PROGRAM CORE REQUIREMENTS.....17 CREDITS

ACCT 1814, Payroll Accounting, 3 cr

ACCT 2217, Financial Accounting, 4 cr

ACCT 2218, Managerial Accounting, 4 cr

ACCT 2234, Computerized Accounting & Business Applications, 3 cr

ACCT 2237, Accounting and Business Information Technology, 3 cr

### III. BUSINESS RELATED ELECTIVES.....7 CREDITS

(Select any ACCT, BUS, ECON courses)

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

#### **PROGRAM OUTCOMES:**

Upon completion of the Accounting Clerk program at RCTC, students will achieve the following outcomes:

- Record, analyze, interpret, and report financial transactions using Generally Accepted Accounting Principles (GAAP) and other professional accounting standards and laws.
- Develop and use critical thinking processes to compare detailed expected results to actual reported information.
- Utilize technology including accounting software, spreadsheets, database, and other accounting information software when reporting financial information.
- Analyze, interpret, and report financial data and non-financial information to aid decision-makers within an organization.
- Use clear and concise oral and written communication methods to convey financial and non-financial information effectively to different users.

#### **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 statements, 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.

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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 ethical behaviors are also important. In addition to accounting skill competence, employers seek accountants who have common sense, sound judgement, ambition, dependability, initiative, poise and talent.

Revised: 2/13/2018

Implementation: Fall 2018