

## ACCOUNTING CLERK DIPLOMA

**Purpose:** The Accounting Clerk Diploma provides students with an opportunity to complete a one-year degree specializing in accounting. The curriculum has been designed so that student can continue and complete a 2-year AS degree without losing any credits as all courses apply to the AS Accounting Transfer degree program.

### **Award**

Accounting Clerk Diploma.....	31 credits total
Accounting Curriculum.....	17 credits
Business Related Electives.....	7 credits
MnTC Curriculum/General Education .....	7 credits

***\*This program is available fully on-line.***

### **RECOMMENDED FULL-TIME COURSE SEQUENCE**

Not all courses are scheduled every semester. <https://eservices.minnstate.edu/registration/search/basic.html?campusid=306>.

<b>Semester 1</b>		<b>Semester 2</b>	
ACCT2217 Financial Accounting	4 cr	ACCT1814 Payroll Accounting	3 cr
ENG1117 Reading and Writing Critically (Goal 1)	4 cr	ACCT2218 Managerial Accounting	4 cr
MnTC (Goal 3,5,6 or 9)	3 cr	ACCT2234 Computerized Acct & Business Apps	3 cr
Any ACCT, BUS, ECON	4 cr	ACCT 2237 Acct & Business Info Technology	3 cr
		Any ACCT, BUS, or ECON	3 cr
<b>Total Credits</b>	<b>15</b>	<b>Total Credits</b>	<b>16</b>

### **RECOMMENDED PART-TIME COURSE SEQUENCE**

Not all courses are scheduled every semester. <https://eservices.minnstate.edu/registration/search/basic.html?campusid=306>.

<b>Semester 1</b>		<b>Semester 2</b>	
ACCT2217 Financial Accounting	4 cr	ACCT2218 Managerial Accounting	4 cr
ENG 1117 Reading and Writing Critically (Goal 1)	4 cr	MnTC (Goal 3,5,6 or 9)	3 cr
<b>Total Credits</b>	<b>8</b>	<b>Total Credits</b>	<b>7</b>
<b>Semester 3</b>		<b>Semester 4</b>	
ACCT2234 Computerized Acct & Bus Apps	3 cr	ACCT 1814 Payroll Accounting	3 cr
Any ACCT, BUS or ECON	4 cr	ACCT 2237 Acct & Business Info Technology	3 cr
<b>Total Credits</b>	<b>7</b>	<b>Total Credits</b>	<b>6</b>
<b>Semester 5</b>			
Any ACCT, BUS or ECON	3 cr		
<b>Total Credits</b>	<b>3</b>		

Course descriptions can be found at: <https://www.rctc.edu/academics/courses/course-descriptions>.