

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>.

Semester 1		Semester 2	
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
Total Credits	15	Total Credits	16

RECOMMENDED PART-TIME COURSE SEQUENCE

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

Semester 1		Semester 2	
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
Total Credits	8	Total Credits	7
Semester 3		Semester 4	
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
Total Credits	7	Total Credits	6
Semester 5			
Any ACCT, BUS or ECON	3 cr		
Total Credits	3		

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