

# ACCOUNTING CLERK

## DIPLOMA - 32 CREDITS

### About this program

This program provides the knowledge and skills necessary to perform routine calculating, journalizing, posting and verifying duties to maintain accounting records and prepare payroll reports and individual state and federal tax returns. Both manual and computerized accounting concepts and applications are included.

### Program outcomes

1. Demonstrate application of a variety of software programs, including integrated accounting software.
2. Apply accounting theory to service and merchandising organizations.
3. Calculate payroll, maintain records and prepare reports in compliance with state and federal requirements.
4. Demonstrate effective communication.
5. Demonstrate critical thinking.
6. Demonstrate effective use of technology.
7. Demonstrate personal, social and ethical responsibility.
8. Apply accounting theory to corporate organizations.
9. Demonstrate the ability to prepare financial statements.
10. Apply the Internal Revenue Code as it relates to individual income taxes.

### Curriculum overview

Crds	Requirement type
	Total

**Developmental courses note:** A student may be required to enroll in developmental courses in reading, writing and math. A student's scores on the Accuplacer assessment will determine enrollment in developmental courses. The purpose of developmental courses is to prepare students for the demands of a college-level curriculum. *Credits may vary.*

**Accreditation:** Minnesota State Community and Technical College is accredited by the Higher Learning Commission, a regional accreditation agency recognized by the U.S. Department of Education. The Higher Learning Commission 230 South LaSalle Street, Suite 7-500 Chicago, IL 60604-1411 <http://www.ncahigherlearningcommission.org> Phone: 312.263.0456 / 800.621.7440

# Curriculum requirement details

Required courses

Other requirements or restricted electives



## Course summaries



## **ACCOUNTING CLERK DIPLOMA - 32 CREDITS**

Program Plan — ""

Locations:

