

## Accounting Clerk Diploma

Do you want to see results for your bottom line as soon as possible? Our Accounting Clerk Diploma program can move you into the job market more quickly. Riverland's courses provide the training you need to use the computer software you are likely to use on the job. Courses ranging from business math and business law to microcomputer accounting systems and workplace human relations prepare you to enter the working world with confidence. The Accounting Clerk option can be especially helpful for someone already working in the business field by expanding capabilities with some accounting background. This program is an excellent way to add formalized training within a short time frame.

### Employment Outlook

Riverland graduates are well prepared for a variety of entry-level jobs in Accounts Receivable, Accounts Payable and Payroll departments of business firms. You may also find work as a full charge bookkeeper for a small firm. An accounting clerk performs any combination of routine calculating, posting and verifying duties to obtain primary financial data for use in maintaining accounting records.

### Related Programs

- Accounting (Associate in Applied Science)
- Accounting (Diploma)



**Degree Type:** Diploma  
(DIP)

**Location:** Albert Lea,  
Online D2L/Web Enhanced

**Program Starts:** Fall,  
Spring

**Total Credits:** 32

**Course Plan:** One Year

**Program Costs:**

Number of Credits: 32

Tuition per credit: \$162.00

*Estimated Total Tuition*

*Cost: \$5,184.00*

Additional Costs

Other required costs: -

Books: \$750

**Faculty & Advisors**

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## Accounting Clerk Program Curriculum

Prerequisite Skills: Keyboarding (min. 25 wpm) and basic microcomputer skills (Windows operating system, word processing, spreadsheet, and database) are necessary for success in this course of study. If student is not competent in these skills, the following course(s) are highly recommended. These credits do not count toward meeting the program requirements. BUSO1620 Intro to Computers 2 Cr BUSO1607 Basic Keyboarding 1 Cr

### Required Core Courses (21 Credits)

Crs ##	Name
ACCT1001	Business Law
ACCT1031	Business Math/Calculators
ACCT1099	Payroll Accounting
ACCT2011	Principles of Financial Accounting
ACCT2012	Principles of Managerial Accounting
ACCT2027	Microcomputer Accounting Applications
ACCT2028	Microcomputer Accounting Systems

### General Studies Courses (6 Required Credits )

Crs ##	Name
BUSO1625	Business Communication I
GSCL1270	Employment Search Skills
GSCM1510	Workplace Human Relations

### Electives (5 credits needed)

Crs ##	Name
ACCT1040	Individual Income Tax
ACCT2055	Governmental/Fund/Non-Profit Accounting
ACCT2091	Internship
ACCT2092	Internship
ACCT2093	Internship
ACCT2094	Internship
BUSO2634	Database Concepts and Applications
BUSO2637	Spreadsheet Cpts/Apps