

Program: Accounting Clerk

Award: Diploma

Archive Semester: Spring 2020

Type: Course List

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

Students entering this program must meet the following minimum program entry requirements:

Reading: An Accuplacer score of 63 is recommended.

Assessment Results and Prerequisites: Students admitted into Riverland Community College program may need to complete additional courses based on assessment results and course prerequisite requirements. Certain MATH and ENGL courses have additional prerequisites.

Required Core Courses (22 credits)

Course #	Course Name	Credits
ACCT1021	Excel™ Spreadsheet Applications	3
ACCT1022	QuickBooks™ Certification Training	3
ACCT1023	Computerized Accounting with Sage™	3
ACCT1031	Business Math/Calculators	3
ACCT1099	Payroll Accounting	2
ACCT2011	Principles of Financial Accounting	4
ACCT2012	Principles of Managerial Accounting	4

General Studies Courses (6 credits)

Course #	Course Name	Credits
BUSO1625	Business Communication I	3
GSCL1270	Employment Search Skills	1
GSCM1510	Workplace Human Relations	2

Electives (2 credits)

Course #	Course Name	Credits
ACCT1001	Business Law for Accountants	2
ACCT1040	Applied Individual Income Taxes	3
ACCT1061	Certified Bookkeeper Capstone	3
ACCT2055	Governmental/Fund/Non-Profit Accounting	3
ACCT2091	Internship	1
ACCT2092	Internship	2
ACCT2093	Internship	3
ACCT2094	Internship	4
ACCT2991	Topics in Accounting	3
BUSO2634	Database Concepts and Applications	3

Last Updated: March 14, 2018

Archive Date: April 8, 2020