

ACCOUNTING CLERK, DIPLOMA

Accounting Clerk, Diploma

Overview

An accounting clerk performs any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records. They also post details of business transactions, such as receipts, disbursements, payroll, and reconciled bank statements.

Locations

Canby, Granite Falls, Jackson, Online, Pipestone, Worthington

Course Number	Course Title	Credits
ACCT 1112	Accounting Information Systems	1
BUS 2201	Principles of Accounting I	4
BUS 2202	Principles of Accounting II	4
ACCT 1110	Payroll Accounting	3
ACCT 1115	Computerized Acct. Applications I	2
ACCT 1120	Spreadsheet Concepts & Applications	2
ACCT 1122	Database Concepts & Applications	2
BUS 2241	Business Law	3
BUS 1104	Business Math	3
ADSA 1122	Word Processing I	2
CSCI 1102	Computer Applications I	3
	<i>Electives</i>	1
	TOTAL CREDITS	30