Accounting Technician DIPLOMA

Program Overview

The Accounting Technician monitors and controls various types of electronic data processing equipment used to process accounting data. Applications would include automated general ledger and other accounting subsystems, spreadsheet applications and database management. The Accounting Technician may also assist in the planning and implementation of automated accounting systems.

Excellent reading skills and a combination of interest and ability to concentrate on detail, an analytical mind, good judgment and absolute integrity are necessary for success in the field of accounting.

Career Opportunities

With more and more emphasis being placed on computer usage for accounting careers, opportunities for employment in this field are excellent. Rate of advancement may be swift and the rewards generous.

The Accounting profession offers a vast arena of employment potential. Typical places of employment include accounting departments in governmental agencies, financial institutions, private business and industry, and public accounting firms. Other job titles may be tax accountant, cost accountant, staff accountant, government accountant, auditor or junior accountant. The financial accounting technician positions are found in the areas of public accounting, private accounting, non-profit accounting, auditing, taxation, cost accounting and managerial positions.

Program Outcomes

1. Graduates will possess the knowledge and skills for immediate employment in related business support areas.
2. Graduates will be proficient in computer software and its application to financial accounting, taxation, and financial analysis.
3. Graduates will have knowledge of financial accounting theory and financial statement analysis.
4. Graduates will serve their employers and clients in all phases of accounting, including financial accounting, managerial accounting and tax accounting.

Information is subject to change.
This Program Requirements Guide is not a contract.

Program Faculty

Kendal Loewen kendal.loewen@saintpaul.edu 651.846.1528
Jim O'Halloran james.o'halloran@saintpaul.edu 651.846.1436

Part-time/Full-time Options
Some day, evening, and Saturday class availability. Students may attend full-time or part-time.

Program Requirements

☑ Check off when completed

Course	Cr
☐ ACCT 1410 Introduction to Accounting	2
☐ ACCT 1511 Federal Taxation 1	4
☐ ACCT 1512 Federal Taxation 2	4
☐ ACCT 1515 Payroll Processing	3
☐ ACCT 1523 Accounting Computer Applications	3
☐ ACCT 2410 Financial Accounting	4
☐ ACCT 2411 Intermediate Accounting	4
☐ ACCT 2420 Managerial Accounting	4
☐ ACCT 2540 Financial Modeling for Spreadsheets	4
☐ BTEC 1421 Business Information Applications 1	3
Subtotal	**35**

General Education/MnTC Requirements	Cr
Refer to the Minnesota Transfer Curriculum Course List for each Goal Area	
☐ Goal 1: Communication SPCH XXXX – 3 cr	3
General Education Requirements	**3**

Total Program Credits 38

Program Start Dates

Fall, Spring, Summer

Course Sequence

The following sequence is recommended for a full-time student; however, this sequence is not required. Contact Program Faculty with questions.

Fall Semester

ACCT 1410 Introduction to Accounting	2
ACCT 1515 Payroll Processing	3
ACCT 1523 Accounting Computer Applications	3
BTEC 1421 Business Information Applications 1	3
Goal 1: SPCH XXXX	3
Total Semester Credits	**14**

Spring Semester

ACCT 1511 Federal Taxation 1	4
ACCT 2410 Financial Accounting	4
ACCT 2540 Financial Modeling for Spreadsheets	4
Total Semester Credits	**12**

Fall Semester

ACCT 1512 Federal Taxation 2	4
ACCT 2411 Intermediate Accounting	4
ACCT 2420 Managerial Accounting	4
Total Semester Credits	**12**

Total Program Credits 38

Minimum Program Entry Requirements

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

Reading: Score of 78+ or grade of "C" or better in READ 0722

Writing: Score of 60+ on Reading Comprehension or grade of "C" or better in ENGL 0921

Arithmetic: Score of 52+

Assessment Results and Prerequisites: Students admitted into Saint Paul College programs may need to complete additional courses based on assessment results and course prerequisite requirements. Certain MATH, READ, and ENGL courses have additional prerequisites.

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