Program Overview
An accountant examines, analyzes, and interprets accounting data for the purpose of giving advice and preparing financial statements. Duties may include performing such activities as recording receipts and disbursements, and preparing state and federal reports. The accountant may prepare reports and statements on a computer or manually.

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 have completed general education requirements for employment and personal roles.
5. Graduates will serve their employers and clients in all phases of accounting, including financial accounting, managerial accounting and tax accounting.
6. Graduates will have critical thinking skills.

Program Faculty
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

Required Business Core

<table>
<thead>
<tr>
<th>Course</th>
<th>Cr</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 2410 Financial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>BTEC 1421 Business Information Applications</td>
<td>3</td>
</tr>
<tr>
<td>BUSN 1410 Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>BUSN 1449 Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>BUSN 2465 Business Ethics</td>
<td>3</td>
</tr>
<tr>
<td>Total Program Credits</td>
<td>60</td>
</tr>
</tbody>
</table>

General Education/MnTC Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Cr</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECON 1720 Macroeconomics – 3 cr OR ECON 1730 Microeconomics – 3 cr</td>
<td>6</td>
</tr>
<tr>
<td>English: Writing:ENG 1711 Composition 1 – 4 cr</td>
<td>7</td>
</tr>
<tr>
<td>Reading: Arithmetic: MATH 0745 – 3 cr</td>
<td>1</td>
</tr>
<tr>
<td>Total Program Credits</td>
<td>60</td>
</tr>
</tbody>
</table>

ACBSP ACCREDITED
The mission of the Business Department at Saint Paul College is to sustain the College mission by providing quality, lifelong business education supported by technology for a diverse, metropolitan student population.

Accreditation Council for Business Schools and Programs

SAINT PAUL COLLEGE
A Community & Technical College
235 Marshall Avenue
Saint Paul, MN 55102
TEL 651.846.1600

MINNESOTA STATE
Saint Paul College, A member of Minnesota State

Program Start Dates
Fall, Spring, Summer

Transfer Opportunities
Saint Paul College has a transfer articulation agreement between the following program and post-secondary institutions for the baccalaureate degree programs listed below.

For more information please go to saintpaul.edu/Transfer.

Accounting AAS
BA Individualized Studies: Metropolitan State University
BBA Accounting: Concordia University, St. Paul
BBA Finance: Concordia University, St. Paul
BS Accounting: Saint Mary’s University, Twin Cities Campus
BS Applied Management: Dunwoody College of Technology
BS Business Management: Herzing University

Course Sequence
The course sequence listed on the back of this guide is recommended for a full-time student; however, this sequence is not required. Contact Program Faculty with questions.

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 78+ or grade of “C” or better in ENGL 0922
Arithmetic: Score of 52+ or grade of “C” or better in MATH 0745

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

Information is subject to change. This Program Requirements Guide is not a contract.
### Full-Time Course Sequence

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

**First Semester**
- ACCT 1410 Introduction to Accounting ............ 2
- ACCT 1515 Payroll Processing  ................... 3
- ACCT 1523 Accounting Computer Applications  ..... 3
- BUSN 1410 Introduction to Business .............. 3
- Goal 1: COMM 17XX .......................... 3
- **Total Semester Credits** ..................... 14

**Second Semester**
- ACCT 2410 Financial Accounting .................. 4
- BTEC 1421 Business Information Applications 1 .... 3
- BUSN 1449 Business Communications ............. 3
- BUSN 2465 Business Ethics ........................ 3
- Goal 5: ECON 1720 Macroeconomics OR ECON 1730 Microeconomics ................. 3
- **Total Semester Credits** ..................... 16

**Third Semester**
- ACCT 1511 Federal Taxation 1 ................... 4
- ACCT 2420 Managerial Accounting ............... 4
- Goal 1: ENGL 1711 Composition 1 .............. 4
- Goal 6: Humanities and Fine Arts ................. 3
- **Total Semester Credits** ..................... 15

**Fourth Semester**
- ACCT 1512 Federal Taxation 2 ................... 4
- ACCT 2411 Intermediate Accounting .............. 4
- ACCT 2540 Financial Modeling for Spreadsheets .... 4
- Goal 3: Natural Sciences OR Goal 4: Mathematical/Logical Reasoning ....... 3
- **Total Semester Credits** ..................... 15

**Total Program Credits** ......................... 60

### Part-Time Course Sequence

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

**First Semester**
- ACCT 1410 Introduction to Accounting ............ 2
- ACCT 1515 Payroll Processing  ................... 3
- ACCT 1523 Accounting Computer Applications  ..... 3
- BUSN 1410 Introduction to Business .............. 3
- Goal 1: COMM 17XX .......................... 3
- **Total Semester Credits** ..................... 11

**Second Semester**
- ACCT 2410 Financial Accounting .................. 4
- BUSN 1449 Business Communications ............. 3
- Goal 1: COMM 17XX .......................... 3
- **Total Semester Credits** ..................... 10

**Third Semester**
- ACCT 1511 Federal Taxation 1 ................... 4
- BUSN 2465 Business Ethics ........................ 3
- Goal 5: ECON 1720 Macroeconomics OR ECON 1730 Microeconomics ................. 3
- **Total Semester Credits** ..................... 10

**Fourth Semester**
- ACCT 2420 Managerial Accounting ............... 4
- Goal 1: ENGL 1711 Composition 1 .............. 4
- Goal 6: Humanities and Fine Arts ................. 3
- **Total Semester Credits** ..................... 11

**Fifth Semester**
- ACCT 1512 Federal Taxation 2 ................... 4
- ACCT 2411 Intermediate Accounting .............. 4
- **Total Semester Credits** ..................... 8

**Sixth Semester**
- ACCT 2540 Financial Modeling for Spreadsheets .... 4
- BTEC 1421 Business Information Applications 1 .... 3
- Goal 3: Natural Sciences OR Goal 4: Mathematical/Logical Reasoning ....... 3
- **Total Semester Credits** ..................... 10

**Total Program Credits** ......................... 60