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. Complete accounting processing according to GAAP both manually and using accounting software.
2. Analyze the effects of basic income and payroll tax rules on individuals and entities.
3. Demonstrate proficiency in using computer software including spreadsheet, account and tax to solve complex business issues.

Program Faculty
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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>
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<tbody>
<tr>
<td>ACCT 2410 Financial Accounting</td>
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<tr>
<td>ACCT 2421 Business Information Applications</td>
<td>3</td>
</tr>
<tr>
<td>BUSN 1410 Introduction to Business</td>
<td>3</td>
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<tr>
<td>BUSN 1449 Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>BUSN 2465 Business Ethics</td>
<td>3</td>
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<td>Required Business Core</td>
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Professional Component

<table>
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<tr>
<td>ACCT 1410 Introduction to Accounting</td>
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<tr>
<td>ACCT 1511 Federal Taxation</td>
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<tr>
<td>ACCT 1512 Federal Taxation</td>
<td>4</td>
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<tr>
<td>ACCT 1515 Payroll Processing</td>
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<tr>
<td>ACCT 1523 Accounting Computer Applications</td>
<td>3</td>
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<tr>
<td>ACCT 2411 Intermediate Accounting</td>
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<tr>
<td>ACCT 2420 Managerial Accounting</td>
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<tr>
<td>ACCT 2540 Financial Modeling for Spreadsheets</td>
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General Education/MnTC Requirements

Refer to the Minnesota Transfer Curriculum Course List for each Goal Area
☐ Goal 1: Communication                      | 7  |
☐ Goal 2: History, Social Science, and Behavioral Sciences | 3  |
☐ Goal 3: Natural Sciences OR                | 3  |
☐ Goal 4: Mathematical/Logical Reasoning     | 4  |
☐ Goal 6: Humanities and Fine Arts           | 3  |
☐ General Education Requirements             | 16 |

Total Program Credits                      | 60 |

Program Start Dates
Fall, Spring, Summer

Minimum Program Entry Requirements
Students entering this program must meet the following minimum program entry requirements:

Reading: Score of 250+ or grade of “C” or better in READ 0722 or READ 0724 or EAPP 0900
Writing: Score of 250+ or grade of “C” or better in ENGL 0922 or EAPP 0900
Arithmetic: Score of 250+

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.
### 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