

ACCOUNTING

ASSOCIATE OF APPLIED SCIENCE (AAS) - 60 CREDITS

About this program

This program provides the knowledge and skills necessary to examine, analyze, interpret and correct accounting data for the purpose of preparing financial statements, budgets, forecast accounting reports, payroll reports and individual state and federal income tax returns. Computerized accounting concepts are included in this area of study.

Program outcomes

1. Demonstrate application of a variety of software programs including integrated accounting software.
2. Demonstrate knowledge of the American legal system and how it relates to the world of business.
3. Apply accounting theory to service and merchandising organizations.
4. Apply managerial accounting principles.
5. Calculate payroll, maintain records and prepare reports in compliance with state and federal requirements.
6. Apply accounting theory to corporate organizations.
7. Apply the Internal Revenue Code as it relates to individual income taxes.
8. Demonstrate effective communication.
9. Demonstrate critical thinking.
10. Demonstrate effective use of technology.
11. Prepare financial statements according to generally accepted accounting principles (GAAP).
12. Demonstrate personal, social and ethical responsibility.
13. Demonstrate the ability to analyze and interpret financial statements.

Curriculum overview

Crds	Requirement type
36	Required courses
18	Restricted electives in courses
6	Restricted electives in course types
60	Total

Developmental courses note: A student may be required to enroll in developmental courses in reading, writing and math. A student's scores on the Accuplacer assessment will determine enrollment in developmental courses. The purpose of developmental courses is to prepare students for the demands of a college-level curriculum. *Credits may vary.*

Accreditation: Minnesota State Community and Technical College is accredited by the Higher Learning Commission, a regional accreditation agency recognized

by the U.S. Department of Education. The Higher Learning
 Commission 230 South LaSalle Street, Suite 7-500
 Chicago, IL 60604-1411
<http://www.ncahigherlearningcommission.org> Phone:
 312.263.0456 / 800.621.7440

Curriculum requirement details

Required courses

Course	Crds
ACCT1101 - Payroll	3
ACCT1120 - Business Law	3
ACCT1124 - Spreadsheet Applications	3
ACCT2210 - Managerial Accounting	4
ACCT2211 - Financial Accounting I	3
ACCT2212 - Financial Accounting II	3
ACCT2218 - QuickBooks	2
ACCT2219 - Microsoft Dynamics - GP	2
ACCT2255 - Income Tax-Individual	3
ACCT2616 - Intermediate Accounting I	3
ACCT2618 - Intermediate Accounting II	3
ENGL1101 - College Writing	3
PDEV1102 - Contemporary Career Search	1

Other requirements or restricted electives

6 credits from one or more of these Courses:

Course title	Credits
ACCT2256 - Income Tax-Business	3
ACCT2630 - Fund/Nonprofit Accounting	3
ACCT2640 - Accounting Internship	4

3 credits from one or more of these Courses:

Course title	Credits
COMM1120 - Introduction to Public Speaking	3
COMM1140 - Interpersonal Communication	3

3 credits from one or more of these Courses:

Course title	Credits
ECON2210 - Macroeconomics	3
ECON2222 - Microeconomics	3

3 credits from one or more of these Courses:

Course title	Credits
BUS1100 - Business Computers	3
CPTR1104 - Introduction to Computer Technology	3

3 credits from one or more of these Courses:

Course title	Credits
BUS2204 - Principles of Management	3
BUS2206 - Principles of Marketing	3
HRES1122 - Human Resource Management	3
HRES1130 - Benefits Administration	3

6 credits from these Course Types:

- General Education w/MnTC Goals
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Course summaries

ACCT1101 - Payroll (3 credits)

This course covers the various tax laws pertaining to the computation and payment of salaries and wages, and use of the touch system on the 10-key number pad. Topics include preparation of employment records, payroll registers, time cards, employee earnings records and government payroll reports.

ACCT1120 - Business Law (3 credits)

This course is an introduction to the principles of law as they apply to citizens and businesses. Topics include the court system, legal system, contracts, negotiable instruments, and agency and employer/employee relationships.

ACCT1124 - Spreadsheet Applications (3 credits)

This course covers use of a computerized spreadsheet system for accounting applications. Topics include document creation, storage and retrieval, editing, printing, chart creation, database applications and file distribution.

Prerequisites:

ACCT2210 - Managerial Accounting (4 credits)

This course focuses on providing financial information to management for strategic decision-making related to cost analysis and cost management.

Prerequisites:

ACCT2211 - Financial Accounting I (3 credits)

This course introduces students to the content and concepts underlying financial statements. Course content includes study of the accounting model, financial statements, merchandise accounting, internal controls and accounting for assets. The course will focus on using accounting information for decision making.

ACCT2212 - Financial Accounting II (3 credits)

This course continues the introduction to the content and concepts underlying basic financial statements. Major content includes income measurement, accrual accounting, accounting theory, time-value of money, accounting for current and long-term liabilities, owner's equity for sole proprietorships, partnerships and corporations, statement of cash flows and financial statement analysis.

Corequisites:

ACCT2218 - QuickBooks (2 credits)

This course is an introduction to computerized accounting applications and software used in the business environment. Topics may include general ledger accounting, payroll procedures, accounts receivable, accounts payable, inventory and depreciation.

Prerequisites:

ACCT2219 - Microsoft Dynamics - GP (2 credits)

This course covers the use of computerized accounting applications and software used in a mid-sized business environment.

Prerequisites:

ACCT2255 - Income Tax-Individual (3 credits)

This course provides an explanation and interpretation of the Internal Revenue Code as applied to individual income tax returns. Topics covered include filing requirements, filing status, gross income and exclusions, business income and expenses, tax credits and tax estimates.

Prerequisites:

ACCT2616 - Intermediate Accounting I (3 credits)

This course is a comprehensive study of accounting theory and concepts with an analysis of the influence on financial accounting by various boards, associations and governmental agencies. Topics may include the income statement, balance sheet, statement of cash flows, and various asset, liability and equity sections.

Prerequisites:

ACCT2618 - Intermediate Accounting II (3 credits)

This course is the continuation of a comprehensive study of accounting theory and concepts with an analysis of the influence on financial accounting by various boards, associations and governmental agencies. Topics include the income statement, balance sheet, statement of cash flows, and various asset, liability and equity sections.

Prerequisites:

ENGL1101 - College Writing (3 credits)

Meets MnTC Goal Area 1. This is an introductory writing course designed to prepare students for later college and career writing. The course focuses on developing fluency through a process approach, with particular emphasis on revision. Students will consider purpose and audience, read and discuss writing and further develop their own writing processes through successive revisions to produce polished drafts. Course work will include an introduction to argumentative writing, writing from academic sources and a short research project.

Prerequisites:

PDEV1102 - Contemporary Career Search (3 credits)
 This course covers such contemporary career topics as employer expectations, job market trends and networking, and various aspects of the employment search process including legal and ethical issues. To apply their knowledge of the employment process, students develop resumes, letters and applications, as well as identify and use effective interviewing techniques. This course emphasizes a comprehensive knowledge of career processes that will serve students throughout their working lives.

ACCT2256 - Income Tax-Business (3 credits)
 This course provides an explanation and interpretation of the Internal Revenue Code as applied to sole proprietorships, partnerships and corporations. Topics include business income, expenses, business tax credits, withholding and payment of established estate and trust tax issues.

ACCT2630 - Fund/Nonprofit Accounting (3 credits)
 This course focuses on the fundamentals of fund/nonprofit accounting. It prepares students to apply basic governmental accounting principles and prepare financial statements for fund/nonprofit organizations.

ACCT2640 - Accounting Internship (4 credits)
 This course provides students with actual work experience in accounting careers. Student is responsible for obtaining accounting internship.

COMM1120 - Introduction to Public Speaking (3 credits)
 Meets MnTC Goal Area 1. This course clarifies the process of oral communication, clarifies the basic principles of public speaking and allows the student to increase the application of these principles while both speaking and listening.

COMM1140 - Interpersonal Communication (3 credits)
 Meets MnTC Goal Area 1. This course will focus on improving students' abilities to communicate effectively in one-to-one dyadic encounters by providing experience-based instruction. Extensive in-class and out-of-class analyses allow the student to examine his/her own and others' informal social interactions. The long-term goal is for the student to apply interpersonal communication theories to daily interactions and draw his/her own conclusions about the effectiveness of interpersonal communication.

ECON2210 - Macroeconomics (3 credits)
 This course provides the student with a means to study economic principles as they relate to determinants of national income, national income accounting, business cycles, unemployment, inflation and aggregate expenditures. The course also examines macroeconomic policy and provides information to gain further understanding in the areas of fiscal policy, financial markets, money and banking, monetary policy, international policy and the varying viewpoints that have evolved throughout history, including the Keynesian and Monetarist schools of thought.

ECON2222 - Microeconomics (3 credits)
 Microeconomics stresses the concepts of scarcity, production possibilities, supply and demand curves, elastic and inelastic goods and services, competition, monopolies, oligopolies, poverty and income distribution in the United States. In general, microeconomics examines the functioning of individual industries and the behavior of the individual.

BUS1100 - Business Computers (3 credits)
 Students will utilize business computer software applications including word processing, spreadsheets, databases and presentation software to solve business problems, emphasizing professional design and organization. Additional topics include basic computer hardware, computer security and ethics, privacy concerns and professional communication standards.

CPTR1104 - Introduction to Computer Technology (3 credits)
 This course covers the operation of personal computer hardware and software. It provides an overview of a personal computer operating system and word processing, spreadsheet, presentation, email, scheduling, Internet and database management software.

BUS2204 - Principles of Management (3 credits)
 This course examines the historical and philosophical foundations of management as well as current theory and practices. Managerial decisions as a planner, organizer, motivator, controller and leader of a diverse workforce in a competitive environment are identified and evaluated. The course is a study of the basic principles of business management including the functional, scientific, behavioral and systems approaches. Current literature, concepts, models and applications may be included as well as the use of case studies.

BUS2206 - Principles of Marketing (3 credits)
 This course examines the business function of marketing and will enhance students' decision-making skills in a global market. The course focuses on how marketers create value by satisfying customer needs and wants by analyzing which target markets the organization can best serve, and the appropriate strategies to serve these markets. This course also will discuss the implications of the environmental factors that can impact the marketing strategies of a business. Topics include business and consumer markets, branding and product strategies, marketing research, pricing, promotion and supply chain management.

HRES1122 - Human Resource Management (3 credits)
 This course is an introduction to the basic principles of human resource functions and services. It provides a background and understanding for further human resource courses.

HRES1130 - Benefits Administration (3 credits)
 This course covers basic knowledge and information about the various types of benefits that are typically offered by employers for their employees.

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Program Plan — "Fall Start AAS"

Locations: Moorhead, Online

1st Fall Term (15 credits)

Courses

Course	Crds
ACCT1101 - Payroll	3
ACCT1120 - Business Law	3
ACCT2211 - Financial Accounting I	3
ENGL1101 - College Writing	3

3 credits in one or more of the following:

BUS1100 - Business Computers	3
CPTR1104 - Introduction to Computer Technology	3

1st Spring Term (15 credits)

Courses

Course	Crds
ACCT1124 - Spreadsheet Applications	3
ACCT2212 - Financial Accounting II	3
ACCT2218 - QuickBooks	2
PDEV1102 - Contemporary Career Search	1

3 credits in one or more of the following:

ECON2210 - Macroeconomics	3
ECON2222 - Microeconomics	3

3 credits in one or more of the following:

General Education w/MnTC Goals

2nd Fall Term (15 credits)

Courses

Course	Crds
ACCT2210 - Managerial Accounting	4
ACCT2219 - Microsoft Dynamics - GP	2
ACCT2255 - Income Tax-Individual	3
ACCT2616 - Intermediate Accounting I	3

3 credits in one or more of the following:

COMM1120 - Introduction to Public Speaking	3
COMM1140 - Interpersonal Communication	3

2nd Spring Term (15 credits)

Courses

Course	Crds
ACCT2618 - Intermediate Accounting II	3

6 credits in one or more of the following:

ACCT2256 - Income Tax-Business	3
ACCT2630 - Fund/Nonprofit Accounting	3
ACCT2640 - Accounting Internship	4

3 credits in one or more of the following:

BUS2204 - Principles of Management	3
BUS2206 - Principles of Marketing	3
HRES1122 - Human Resource Management	

3
HRES1130 - Benefits Administration
3

3 credits in one or more of the following:

General Education w/MnTC Goals

