

# 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

<b>Crds</b>	<b>Requirement type</b>
42	Required courses
9	Restricted electives in courses
6	Restricted electives in course types
3	Restricted electives in special requirements
<b>60</b>	<b>Total</b>

**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
ACCT1124 - Spreadsheet Applications .....	3
ACCT2210 - Managerial Accounting .....	4
ACCT2211 - Financial Accounting I .....	3
ACCT2212 - Financial Accounting II .....	3
ACCT2218 - QuickBooks .....	2
ACCT2255 - Income Tax-Individual .....	3
ACCT2256 - Income Tax-Business .....	3
ACCT2616 - Intermediate Accounting I .....	3
ACCT2618 - Intermediate Accounting II .....	3
BUS1100 - Business Computers .....	3
BUS1141 - Introduction to Business .....	3
BUS2150 - Legal Environment of Business .....	3
ENGL1101 - College Writing .....	3

## Other requirements or restricted electives

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

**3 credits from one or more of these Courses:**

Course title	Credits
BUS2204 - Principles of Management .....	3
BUS2206 - Principles of Marketing .....	3
DMKT2200 - Introduction to Digital Marketing..	3
HRES1122 - Human Resource Management ....	3

**6 credits from these Course Types:**

- General Education w/MnTC Goals

**Special Requirement: 3 credits**

- ACCT 2630 FUND/Non-Profit Accounting; ACCT 2640 Accounting Internship; HRES 1122 Human Resource Mgmt; HRES 1130 Benefits Admin; BUS 2204 Principles of Mgmt; BUS 2206 Principles of Mkt; DKMG 2200 Digital Mkt;

## 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.

**ACCT1124 - Spreadsheet Applications** ..... (3 credits)

This course provides students with in-depth coverage of a spreadsheet application as used in a business setting. Students should be familiar with Windows and word processing.

**Prerequisites:**

- BUS1100

**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

**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:**

- ACCT2211

**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:**

- ACCT2211
- BUS1100

**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:**

- MATH 0055 or placement by assessment

**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.

**Prerequisites:**

- ACCT2255

**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:**

- ACCT2212

**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:**

- ACCT2616

**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.

**BUS1141 - Introduction to Business** ..... (3 credits)  
 This course offers a broad overview of the business world for both business and non-business majors. It is an introduction to the business environment, business ownership, management, marketing, technology and information, human resources, accounting and legal studies. This course introduces students to the concepts and knowledge of key business functions within the context of the global economy. This class will provide a foundation for other business courses and help students discover their career path while learning the fundamentals of business.

**BUS2150 - Legal Environment of Business** ..... (3 credits)  
 This course offers an overview of the American legal system and provides an introduction to what a business person should know about the law and the American legal system. Major content areas include the court system, trial process, alternative dispute resolution, business and the Constitution, the administrative process, torts and product liability, common law of contracts, employment law, employment discrimination, anti-trust law, international business and ethics.

**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:**

- Completion of ELL1080, ENGL0096, or ENGL0097 with a grade of C or higher OR placement into college-level English.

**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.

**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.

**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 along with the role of projects in contemporary organizations. 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 will also discuss the implications of environmental factors (including the digital environment) that can impact the marketing strategies of a business. Topics include business and consumer markets, branding and product strategies, marketing research, digital marketing concepts, pricing, promotion and supply chain management.

**DMKT2200 - Introduction to Digital Marketing** ..... (3 credits)

This course provides a broad overview of the digital marketing techniques needed for successful marketing campaigns in a digital economy. Students will gain a fundamental understanding of the digital marketing core principles needed for the 21st century consumer. Topics will include webpage design, analytics, search engine optimization (SEO), pay-per-click, email marketing, social media marketing and mobile marketing. This class prepares students for more advanced digital marketing courses.

**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.

# ACCOUNTING

## ASSOCIATE OF APPLIED SCIENCE (AAS) - 60 CREDITS

### Program Plan — "Fall Start AAS"

Locations: Moorhead, Online

#### 1st Fall Term (15 credits)

##### Courses

Course	Crds
ACCT2211 - Financial Accounting I .....	3
BUS1100 - Business Computers .....	3
BUS1141 - Introduction to Business .....	3
ENGL1101 - College Writing .....	3

##### 3 credits in one or more of the following:

BUS2204 - Principles of Management .....	3
BUS2206 - Principles of Marketing .....	3
DMKT2200 - Introduction to Digital Marketing .....	3
HRES1122 - Human Resource Management .....	3

#### 1st Spring Term (15 credits)

##### Courses

Course	Crds
ACCT1101 - Payroll .....	3
ACCT1124 - Spreadsheet Applications .....	3
ACCT2212 - Financial Accounting II .....	3

##### 3 credits in one or more of the following:

ECON2210 - Macroeconomics .....	3
ECON2222 - Microeconomics .....	3

##### 3 credits in one or more of the following:

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

#### 2nd Fall Term (15 credits)

##### Courses

Course	Crds
ACCT2255 - Income Tax-Individual .....	3
ACCT2616 - Intermediate Accounting I .....	3
BUS2150 - Legal Environment of Business .....	3

##### 3 credits in one or more of the following:

General Education w/MnTC Goals

##### 3 credits in one or more of the following:

ACCT 2630 FUND/Non-Profit Accounting; ACCT 2640 Accounting Internship; HRES 1122 Human Resource Mgmt; HRES 1130 Benefits Admin; BUS 2204 Principles of Mgmt; BUS 2206 Principles of Mkt; DKMG 2200 Digital Mkt;

#### 2nd Spring Term (15 credits)

##### Courses

Course	Crds
ACCT2210 - Managerial Accounting .....	4
ACCT2218 - QuickBooks .....	2
ACCT2256 - Income Tax-Business .....	3
ACCT2618 - Intermediate Accounting II .....	3

##### 3 credits in one or more of the following:

General Education w/MnTC Goals