

Accounting CERTIFICATE

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.

This program targets Finance and Business students with an interest in accounting and a desire to add an Accounting Certificate to their resume and enhance their career path and potential. Finance students pursuing an AS degree from Saint Paul College can obtain this Certificate by taking four additional courses.

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 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

Courses offered day, evening, and online.
Students may attend full-time or part-time.

Program Requirements

Check off when completed

Required Business Core Cr

Professional Component	
<input type="checkbox"/> ACCT 1511 Federal Taxation 1	4
<input type="checkbox"/> ACCT 1515 Payroll Processing	3
<input type="checkbox"/> ACCT 1523 Accounting Computer Applications	3
<input type="checkbox"/> ACCT 2410 Financial Accounting	4
<input type="checkbox"/> ACCT 2540 Financial Modeling for Spreadsheets	4
Subtotal	18

Total Program Credits 18

Program Start Dates

Fall, Spring, Summer

Full-Time Course Sequence

The course sequence listed on this guide is recommended; however, this sequence is not required. Contact Program Faculty with questions.

First Semester

ACCT 2410 Financial Accounting	4
ACCT 1511 Federal Taxation 1	4
Total Semester Credits	8

Second Semester

ACCT 1515 Payroll Processing	3
ACCT 1523 Accounting Computer Applications	3
ACCT 2540 Financial Modeling for Spreadsheets	4
Total Semester Credits	10

Total Program Credits 18



Accreditation Council for Business Schools and Programs

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.

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

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 course based on assessment results and course prerequisite requirements. Certain MATH, READ, and ENGL courses have additional prerequisites.

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