

South Central College
Program Design

DIP 2229/3242 Accounting Technician Diploma

Program Information

Instructional Level Technical Diploma

Career Cluster Business Management and Administration

Description

An accounting assistant performs any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records. In addition, the accounting assistant prepares daily bank deposits, writes checks, and maintains a cash disbursement system. All Accounting Assistant diploma courses can be applied toward an A.A.S. degree in Accounting.

Program Admission Dates (Fall and/or Spring)

Fall and Spring Semester

Program Location (North Mankato and/or Faribault)

Faribault and North Mankato Campuses

Program Student Learning Outcomes

- 1 Complete all aspects of the Accounting cycle.
- 2 Analyze, interpret, communicate, and utilize financial information.

Program Configurations

Fall Start

Credits

Technical Course	41
Liberal Arts & Sciences	7
Total Credits	48

Semester 1

Course #	Course Title	Credits	Function
ACCT 1800	Business Law	3	

ACCT 1814	Payroll Accounting	3	Technical Course
ACCT 1834	Computerized Accounting I	3	Technical Course
COMM 110	Public Speaking	3	Liberal Arts & Sciences

Semester 2

Course #	Course Title	Credits	Function
ACCT 1811	Managerial Accounting	4	Technical Course
ACCT 2847			

ACCT 2850	Accounting Internship	7	Advisor approval
ACCT 2861	Cost Accounting I	4	ACCT1810 and ACCT1811
ACCT 2863	Fund / Non-Profit Accounting	3	
ACCT 2864	Income Tax I	4	No prerequisites are required.
COMM 110	Public Speaking	3	Score of 86 on the Sentence Skills portion of the Accuplacer or ENGL 0090 with a C or higher.
COMM 120	Small Group Communication	3	Completion of READ 0090 with a grade of "C" or higher or a score of 78 or above in reading comprehension on the Accuplacer.
ENGL 100	Composition	4	Next-Generation Accuplacer Reading minimum score of 250 (Classic Accuplacer, minimum of 75) or completion of READ 0090 or EAP 0095 with a C (2.0) or higher.