

BUSINESS

ACCOUNTING

Delivery: Fully online, some courses are offered during the day and evening

Start: Fall or Spring Semester, Full- or Part-Time

AWARDS

Accountant A.A.S. Degree	60 cr.
Accountant Diploma	54 cr.
Accounting Clerk Diploma	32 cr.
Small Business Accounting Certificate	16 cr.

MAJOR DESCRIPTION

Accounting students are trained to analyze, interpret and record financial information regarding the operations and financial condition of businesses and organizations. Working with spreadsheet and accounting software, they acquire the skills necessary to prepare financial statements, tax returns, and government forms. Students also learn federal and state tax and payroll laws. Accountants need to be life-long learners with the ability to work with all aspects of business.

DEGREE OPTIONS

The Accountant A.A.S. Degree provides basic and intermediate accounting skills to prepare students to enter the workforce as an accountant or to transfer and obtain advanced degrees. The Accountant Diploma provides basic and intermediate skills to enter the workforce as an accountant. The Accounting Clerk Diploma provides basic accounting skills to obtain a career as an accounting clerk. The Small Business Accounting Certificate is designed to provide accounting skills for an entrepreneur to start or manage a business, or for administrative personnel involved in the accounting function of a business.

WORK ENVIRONMENT

Many companies require the ongoing expertise of a staff accountant. As an accountant, you may find yourself working for a manufacturing firm, a hospital, a bank, an insurance company, or a private corporation. In addition, CPA firms, government agencies and not-for-profit organizations also hire accountants.

POTENTIAL JOB TITLES

- Accountant
- Financial Analyst
- Financial Advisor
- Payroll Accountant
- Tax Accountant
- Accounting Clerk
- Receivables/Payables Clerk
- Cost Accountant

SALARY DATA

See latest data at careerwise.minnstate.edu.

- Average Wage: \$24.50/hour
- Top Earners: \$33.06/hour

ACCOUNTANT

A.A.S. DEGREE

This is a suggested sample course sequence.

Please contact your program advisor regarding your academic plans.

First Year – Fall Semester 13 cr

ACCT1010	Principles of Financial Accounting I	4
ACCT1100	Business Law & Ethics	3
ACCT1106	Accounting Mathematics	3
	General Elective (MnTC Goal 3 or 4)	3

First Year - Spring Semester 16 cr

ACCT1013	Principles of Financial Accounting II	4
ACCT1206	Payroll Accounting	2
ACCT1306	Spreadsheets	3
ACCT1406	Income Tax	4
SPEE1020	Interpersonal Communication	3

Second Year - Fall Semester 17 cr

ACCT2000	Intermediate Accounting I	4
ACCT2110	Managerial Accounting I	4
ACCT2200	Accounting Computer Applications I	3
ENGL1150	Composition I	3
	General Elective (any MnTC area)	3

Second Year - Spring Semester 14 cr

ACCT2003	Intermediate Accounting II	4
ACCT2113	Managerial Accounting II	4
ACCT2206	Fund Non-Profit Accounting	3
	General Elective (any MnTC area)	3

TOTAL PROGRAM REQUIREMENTS 60

ACCOUNTANT DIPLOMA

*This is a suggested sample course sequence.
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First Year – Fall Semester 10 cr

ACCT1010	Principles of Financial Accounting I	4
ACCT1100	Business Law & Ethics	3
ACCT1106	Accounting Mathematics	3

First Year - Spring Semester 16 cr

ACCT1013	Principles of Financial Accounting II	4
ACCT1206	Payroll Accounting	2
ACCT1306	Spreadsheets	3
ACCT1406	Income Tax	4
SPEE1020	Interpersonal Communication	3

Second Year - Fall Semester 14 cr

ACCT2000	Intermediate Accounting I	4
ACCT2110	Managerial Accounting I	4
ACCT2200	Accounting Computer Applications I	3
ENGL1150	Composition I	3

Second Year - Spring Semester 14 cr

ACCT2003	Intermediate Accounting II	4
ACCT2113	Managerial Accounting II	4
ACCT2206	Fund Non-Profit Accounting	3
	General Elective (MnTC Goal 3 or 4)	3

TOTAL PROGRAM REQUIREMENTS 54

ACCOUNTING CLERK DIPLOMA

*This is a suggested sample course sequence.
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First Year – Fall Semester 16 cr

ACCT1010	Principles of Financial Accounting I	4
ACCT1100	Business Law & Ethics	3
ACCT1106	Accounting Mathematics	3
	Technical Elective*	6

First Year - Spring Semester 16 cr

ACCT1013	Principles of Financial Accounting II	4
ACCT1206	Payroll Accounting	2
ACCT1306	Spreadsheets	3
ACCT1406	Income Tax	4
ENGL1150	Composition I	3

TOTAL PROGRAM REQUIREMENTS 32

** Select Technical electives from the following subject areas:
ACCT, ISTC or ADMS.*

SMALL BUSINESS ACCOUNTING CERTIFICATE

*This is a suggested sample course sequence.
Please contact your program advisor regarding your academic plans.*

First Year – Fall Semester 16 cr

ACCT1010	Principles of Financial Accounting I	4
ACCT1206	Payroll Accounting	2
ACCT1306	Spreadsheets	3
ACCT2200	Accounting Computer Applications I	3
	Technical Electives*	4

TOTAL PROGRAM REQUIREMENTS 16

** Select Technical electives from ACCT1013, ACCT1406 or ACCT2110*



DAKOTA COUNTY
TECHNICAL COLLEGE

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