

# BUSINESS

## ACCOUNTING

**Delivery:** Daytime, Evening, and Online Classes  
(Accelerated options available)

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

### OUTCOMES

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.

### WORK ENVIRONMENT

Many companies require the ongoing expertise of an in-house 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

#### Entry Level

- Average Wage: \$19.64/hour
- Top Earners: \$23.24/hour

#### Senior Level

- Average Wage: \$31.55/hour
- Top Earners: \$39.29/hour

### ACCOUNTANT

#### A.A.S. DEGREE

*This is a sample course sequence.*

*Please contact your program advisor regarding your academic plans.*

#### First Year – First 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 – Second 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 – First Semester 17 cr

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

#### Second Year – Second 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 sample course sequence.*

*Please contact your program advisor regarding your academic plans.*

### First Year – First Semester 10 cr

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

### First Year – Second 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 – First Semester 14 cr

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

### Second Year – Second Semester 14 cr

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

**TOTAL PROGRAM REQUIREMENTS 54**

## ACCOUNTING CLERK DIPLOMA

*This is a sample course sequence.*

*Please contact your program advisor regarding your academic plans.*

### First Year – First Semester 16 cr

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

### First Year – Second 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 sample course sequence.*

*Please contact your program advisor regarding your academic plans.*

### First Year – First Semester 16 cr

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

**TOTAL PROGRAM REQUIREMENTS 16**

*\* Select Technical electives from ACCT1013 or ACCT1406*



**DAKOTA COUNTY  
TECHNICAL COLLEGE**

DCTC.EDU • 2019-2020 CATALOG

**DCTC IS A MEMBER OF MINNESOTA STATE AND AN AFFIRMATIVE ACTION, EQUAL OPPORTUNITY EMPLOYER/EDUCATOR.**

This information is available in an alternate format by calling 651-423-8469 or TTY/Minnesota Relay at 1-800-627-3529.