

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. In addition to knowledge of federal and state tax laws, students will learn to review documents for accuracy and completeness to comply with regulatory requirements. Communication is a key component as data must be presented in a meaningful format and be presented to stakeholders.

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 prepare financial statements and data analysis. The Accounting Clerk Diploma provides basic accounting skills such as the ability to calculate and enter data. 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

Accountants are responsible for reporting accurate data and information of a variety of organizational types. Careers require the input of data and preparation of financial statements. Accounts must be analyzed for accuracy and compliance with laws and regulations. In addition to excellent attention to detail, accountants must be well-organized and have a proficient knowledge of software programs. Accounting positions can vary from creating and monitoring budgets, and financial statements to calculating employee payroll and tax preparation.

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 www.onetonline.org.

- Average Wage: \$37.61/hour
- Top Earners: \$64.29/hour

ADDITIONAL INFORMATION

Scan the QR code for more program information and specific program costs; this program has additional costs for testing certifications.



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
COMS1020	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 Goal 1-10)	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 Goal 1-10)	3

TOTAL PROGRAM REQUIREMENTS 60

If starting in the spring, please contact advisor due to course availability.

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
COMS1020	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

If starting in the spring, please contact advisor due to course availability.

ACCOUNTING CLERK DIPLOMA

*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
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.*

If starting in the spring, please contact advisor due to course availability.

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 (See an advisor regarding the technical elective.)*

This certificate can be completed in one semester



DAKOTA COUNTY
TECHNICAL COLLEGE

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DCTC IS 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.