

- Attendance Clerk
- Administrative Assistant
- Accounts Receivable Clerk
- Timekeeper
- Ledger Clerk
- Receptionist

JOBS



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BE ADVISED

WHY DAKOTA COLLEGE

If you're a type A personality that's always on the go, if you crave continuous excitement, then the Information Management program at Dakota College is your type of program!



I'm Wayne Johnson, program coordinator for the Accounting Technician program at Dakota College. On behalf of myself and Diane Keller, program director for the Administrative Assistant and Reception Services programs, I would like to invite you to learn more about our Information Management majors. Some of the areas of study include Accounting Technician, Administrative Assistant, and Reception Services. Each of these programs focus on a wide variety of administrative and clerical duties necessary to run an organization efficiently. And that's a career that will definitely keep you moving! We invite you to learn more about the Information Management programs available at Dakota College. We know our programs will definitely fit your "type" of personality!

N.D. Earning Potential

- Administrative Assistant - \$35,424
- Bookkeeper - \$28,000
- Receptionist - \$22,000
- Accounting Technician - \$28,000
(2008 average salary for N.D. workers)

Accounting Technician (AAS)

ACCT (Accounting), ECON (Economics), CSCI (Computer Science)

ACCT 200 Elements of Accounting I	4
ACCT 201 Elements of Accounting II	4
ACCT 215 Business in the Legal Environment	3
ACCT 294 IS: Certified Bookkeeper Exam Prep	3
ECON 201 Principles of Microeconomics	3
ECON 202 Principles of Macroeconomics	3
CSCI 101 Introduction to Computers	3

BOTE (Business, Office, Technical Education)

BOTE 108 Business Math	3
BOTE 147 Word Processing	3
BOTE 152 Keyboarding II	3
BOTE 209 Office Management	3
BOTE 210 Business Communications	3
BOTE 217 Records Management	3
BOTE 247 Spreadsheet Applications	3
BOTE 257 Database Management	3
BOTE 297 Co-op Education	1-2

COMM (Communications), ENGL (English)

COMM 110 Fundamentals of Public Speaking	3
ENGL 110 College Composition I	3

CARS (Career Awareness),

HPER (Health, Physical Education, Recreation)

CARS 102 Job Search	1
HPER 100 Concepts of Wellness & Fitness	2

Electives

Business elective	3
Business or Technology elective	3

Reception Services (Diploma)

BOTE (Business Office, Technical Education), CSCI (Computer Science)

BOTE 108 Business Math	3
BOTE 147 Word Processing	3
BOTE 152 Keyboarding II	3
BOTE 209 Office Management	3
BOTE 210 Business Communications	3
BOTE 217 Records Management	3
CSCI 101 Introduction to Computers (or Technology elective)	3

ENGL (English), PSYC (Psychology)

ENGL 110 College Composition I	3
PSYC 100 Human Relations	3

Electives

Business or Technology elective	3
Social Science/Arts/Humanities elective	3
Wellness elective	1

Administrative Assistant (AAS)

ACCT (Accounting), CSCI (Computer Science)

ACCT 200 Elements of Accounting I	4
CSCI 101 Introduction to Computers	3

BOTE (Business, Office, Technical Education)

BOTE 108 Business Math	3
BOTE 147 Word Processing	3
BOTE 152 Keyboarding II	3
BOTE 209 Office Management	3
BOTE 210 Business Communications	3
BOTE 217 Records Management	3
BOTE 218 Desktop Publishing	3
BOTE 247 Spreadsheet Applications	3
BOTE 257 Database Management	3
BOTE 297 Co-op Education	1-3

COMM (Communications), ENGL (English), PSYC (Psychology)

ENGL 110 College Composition I	3
PSYC 100 Human Relations	3
COMM 110 Fundamentals of Public Speaking	3

Electives

Arts/Humanities/Social Science elective	3
Business electives	9-12
Technology electives	3-6
Wellness elective	1

Bookkeeper (Diploma)

ACCT (Accounting)

ACCT 200 Elements of Accounting I	3
ACCT 201 Elements of Accounting II	3
ACCT 215 Business in the Legal Environment	3
ACCT 294 IS: Certified Bookkeeper Exam Prep	3

BOTE (Business, Office, Technical Education)

BOTE 208 Business Math	3
BOTE 209 Office Management	3
BOTE 210 Business Communications	3
BOTE 217 Records Management	3
BOTE 247 Spreadsheet Applications	3
BOTE 257 Database Management	3

Bookkeeper (Certificate of Completion)

ACCT (Accounting), BOTE (Business, Office, Technical Education)

ACCT 200 Elements of Accounting I	4
ACCT 294 IS: Certified Bookkeeper Exam Prep	3
BOTE 217 Records Management	3
BOTE 257 Database Management (or approved substitution)	3

One elective chosen from the following:

BOTE 108 Business Math	3
BOTE 247 Spreadsheet Applications	3
BOTE 297 Co-op Education	3