DAKOTA COLLEGE AT BOTTINEAU

AAS INFORMATION MANAGEMENT

Accounting Technology

Accounting technicians play a supporting role in the maintenance and verification of financial information. They are responsible for updating and maintaining some or all of an organization's accounting records.

Workers could be called on to use electronic software to record daily income and expense data, enter employee payroll information, balance checking accounts, match invoices to shipping receipts, prepare bank deposits, collect overdue accounts, reconcile credit and debit card transactions, and prepare papers and reports for presentation to supervisors and management personnel. A person should be detail oriented and possess strong organizational, communication, and math skills to be successful in this career.

Why study accounting technology?

An Associate of Applied Science Degree (AAS) in Accounting Technology prepares you for a career in accounting-related occupations. A graduate of the program will learn the functions of the complete accounting cycle for service, merchandising, and manufacturing businesses, and use technology to maintain and reconcile various financial records and verify business records. It will prepare individuals to perform bookkeeping services and various types of account support for tax professionals, accountants, government agencies, and private businesses. The program provides graduates with the necessary set of workplace-ready skills.

Career choices

- Tax accountant support staff
- Accounts receivable specialist
- Payroll clerk
- Accounts payable specialist
- Accountant or CPS support staff
- Bank teller

Focused courses for your degree

The study of accounting, accounting software, bookkeeping principles, records management, spreadsheet applications, data entry, and written and verbal communications, are key components in developing the expertise to be an accounting technician.



"I enjoy the small class sizes at DCB. It allows me to receive one-on-one attention from all of my instructors."

– Zach Garrett
Creighton, SK



START SMALL...GO FAR
WITH DAKOTA COLLEGE AT BOTTINEAU

COURSES REQUIRED

Accounting Technology (AAS)

Freshman Year	Fall	Spring
ACCT 200 Elements of Accounting I	3 cr	
BOTE 108 Business Math	3 cr	
BOTE 147 Word Processing	3 cr	
Business or technology elective	3 cr	
ENGL 110 College Composition I	3 cr	
ACCT 201 Elements of Accounting II		3 cr
ACCT 260 Accounting Info. Systems		2 cr
BOTE 210 Business Communications		3 cr
BOTE 247 Spreadsheet Applications		3 cr
Business or technology elective		3 cr
UNIV XXX Leadership through Service		1 cr

Sophomore Year	Fall	Spring
ACCT 212 Payroll Accounting	3 cr	
BOTE 209 Office Management	3 cr	
CIS 104 Microcomputer Database	3 cr	
COMM 110 Fund. of Public Speaking	3 cr	
ECON 201 Principles of Microeconomics	3 cr	
ACCT 215 Business in the Legal Envt.		3 cr
ACCT 294 Independent Study: Certified Bookkeeper Professional Exam Preparation		3 cr
ACCT 297 Cooperative Education		2 cr
BOTE 217 Records Management		3 cr
ECON 202 Principles of Macroeconomics		3 cr
Wellness elective		1 cr

All courses subject to change.

CONTACT INFORMATION



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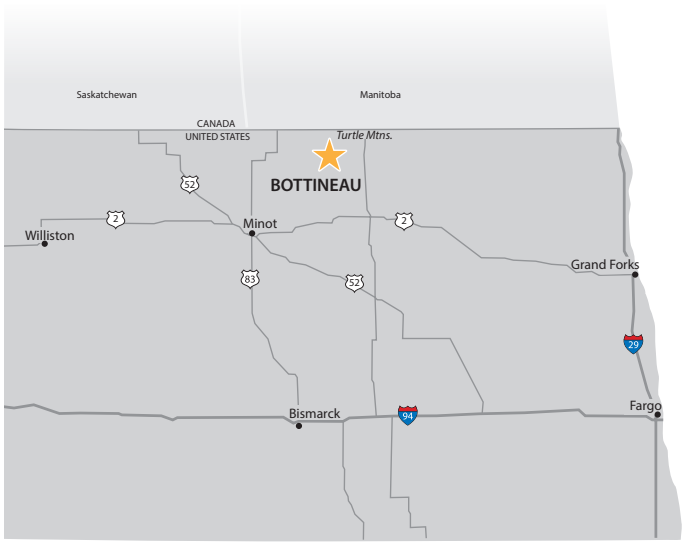
Admission Application and Campus Tours
Admission/Student Services: 800-542-6866

WWW.DAKOTACOLLEGE.EDU



Dakota College at Bottineau Vision

Dakota College at Bottineau is rooted in the past and grows towards the future by combining the best from the *Past, Present, and Future* to provide students with innovative educational opportunities. The campus will emphasize a knowledge and appreciation of *Nature*, implement a rapidly changing *Technology*, and prepare students to go *Beyond* and improve the quality of life.



DCB offers several varsity sports!
Visit www.dcbjacks.com.

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