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# Accounting Technology AAS



Associate of Applied Science

## Available Locations

Bottineau,  
Minot,  
Online

### Program Manager:

Misty Lindgren, Director for Academic Affairs  
701-228-5476  
[misty.lindgren@dakotacollege.edu](mailto:misty.lindgren@dakotacollege.edu)

### Program Advisor:

Lynn Bristol  
701-228-5469  
[lynn.bristol@dakotacollege.edu](mailto:lynn.bristol@dakotacollege.edu)

## THIS PROGRAM IS OFFERED ONLINE

This major prepares students to provide technical administrative support to professional accountants and other financial management personnel. Instructional components include posting transactions to accounts, record-keeping systems, accounting software operations, and general accounting principles and practices. This program offers specialized study in preparation to become a certified bookkeeper and become a member of The American Institute of Professional Bookkeepers.

## Description of Program

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?

**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

## First Year Experience

All new freshman students at Dakota College are required to enroll in [UNIV 105 First Year Experience](#). An exception to this requirement will be made for transfer students who have earned 24 college-level credits prior to attending or who have successfully completed a similar freshman orientation course for credit at another higher education institution. The course orients students to college and examines topics that are important for student success and positive student outcomes.

## Digital Literacy Requirement

All associate degrees offered by Dakota College at Bottineau (DCB) require students to meet the digital literacy standard as identified in SBHE Policy 461. Students may accomplish this requirement through any of the following instructional methods: successful completion of one of the courses outlined in the DCB Digital Literacy policy, or successful completion of a non-credit self-paced module, or successful completion of an approved course through the Dakota Digital Academy, or successful completion of this requirement at another North Dakota University System (NDUS) institution.

## Freshman Year

Fall

Course Code	Title	Credits
ACCT 200	Elements of Accounting I	3.0
BOTE 108	Business Mathematics	3.0
BOTE 147	Word Processing	3.0
	Business or Technology Elective	3.0
ENGL 110	College Composition I	3.0

Spring

Course Code	Title	Credits
ACCT 201	Elements of Accounting II	3.0
ACCT 260	Accounting Information Systems	2.0
BOTE 210	Business Communications	3.0
BOTE 247	Spreadsheet Applications	3.0
	Business or Technology Elective	3.0
UNIV 102	Leadership Through Service	1.0

## Sophomore Year

Fall

Course Code	Title	Credits
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ACCT 212	Payroll Accounting	3.0
BOTE 209	Office Management	3.0
CIS 104	Microcomputer Database	3.0
COMM 110	Fundamentals of Public Speaking	3.0
ECON 201	Principles of Microeconomics	3.0

Spring

Course Code	Title	Credits
ACCT 215	Business in the Legal Environment	3.0
XXXX 294	Independent Study or Directed Study	1.0-3.0
ACCT 297	Internship	1.0-6.0
BOTE 217	Records Management	3.0
	Wellness Elective	1.0
ECON 202	Principles of Macroeconomics	3.0

Consult with program advisors for electives.

	<b>Total Credits</b>	<b>60</b>
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