



Accounting



Prepare for a career as a staff accountant, auditor, assistant controller, office manager or clerk in a government, business or non-profit setting.

Programs

Accounting, a degree program, provides the knowledge and skills necessary to examine, analyze, interpret and correct accounting data for the purpose of preparing financial statements, budgets, forecast accounting reports, payroll reports and state and federal income tax returns. Classroom and hands-on training includes principles of accounting, business law, spreadsheet concepts, cost accounting, microcomputer databases and accounting for governmental and non-profit agencies.

Accounting Clerk, a diploma program, provides core business courses and fundamentals in accounting principles to qualify for an entry-level accounting assistant position.

Accounting, a certificate program, provides the foundations of accounting. Some credits can be applied to the degree or diploma programs.



Career opportunities

Accounting graduates are in demand in a variety of settings such as public accounting firms, banks, hospitals, school districts, government agencies, corporations, private business and non-profit agencies. Degree program graduates are qualified to serve as staff accountants or staff auditors, with advancement opportunities to section supervisors or managers. Accountants working in private industry often begin as trainees with opportunities to advance to office manager, assistant controller or other managerial positions.



The NTC advantage

Accounting courses are offered online, with some courses available on campus. Students have access to daytime technical support and online tutorials and training.

NTC students complete a Business Foundations certificate as part of the Accounting coursework, which provides a strong foundation of skills and knowledge for any business-related career.

Professional exams

Graduates with an AAS degree are eligible to take the Accredited Business Accountant (ABA) exam from the National Association of Accountants. Successful completion of the exam and state work experience hours qualify the graduate to become licensed as an ABA or Registered Accounting Practitioner in Minnesota.

Required courses

NTC offers an Associate of Applied Science (AAS) degree, diploma and certificate program in Accounting. Diploma and certificate credits can be applied in part to the AAS degree.

College readiness courses may be required in reading, writing and math based on performance on the Accuplacer assessment. Contact the Office of Admissions to schedule an assessment.

Accounting, certificate, 18 credits

Course #	Course name	Credits
ACCT 1110	Principles of Accounting I	4
ACCT 1112	Principles of Accounting II	4
*ACCT 1120	Legal Environment	3
ACCT 1134	Computerized Accounting Applications	3
CPTR 1104	Computerized Business Applications	3
**CRLT 1102	Contemporary Career Search	1

**Required for the AAS, but not the diploma.*

*** Not required for the diploma or AAS*

Accounting Clerk, diploma, 32 credits

Requires the certificate credits and an additional 18 credits.

Course #	Course name	Credits
ACCT 1000	Financial Information for Life	3
ACCT 1124	Spreadsheet Concepts	3
ACCT 2200	Income Tax	3
ADMS 1116	Business Communications	3
ADMS 2124	Computer Technology	3
MKTG 1108	Customer Relations Management	3

Accounting, AAS, 60 credits

Requires the diploma credits and an additional 25-28 credits.

Course #	Course name	Credits
ECON 2204	Markets & Resources Allocation	3
ENGL 1111	College Writing I	3
MATH 1110	College Algebra	3
PHIL 1201	Ethics	3
BUSN 2100	Business Statistics	3
ACCT 2204	Intermediate Accounting I	4
ACCT 2218	Fund/Nonprofit Accounting	3
	General education electives	3

One of either:

*ADMS 2124	Computer Technology	3 or
CPTR 1106	Microcomputer Databases	3

**Not required if already completed with the diploma program.*

Transfers

Accounting, AAS, 60 credits, can be transferred in part to the Bachelor of Science (BS) in Business Administration at Bemidji State University, in full to the BS in Business Administration at the University of Minnesota-Crookston, and up to 60 credits to the Bachelor of Applied Science (BAS) Business Administration online program at Mayville State University, N.D. UMC also accepts up to 60 credits to its Bachelor of Science (BS) in Accounting, an online program. In addition, Metropolitan State University, MN, accepts up to 55 credits for its BAS in Organizational Administration.

More information

Office of Admissions

(218) 333-6600 or (800) 942-8324

TTY: (218) 333-6691 or (800) 627-3529

admissions@ntcmn.edu



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Right Career. Right Now.

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