Accounting
10-101-1 Associate Degree

Program Overview
Accounting is an important tool of business. This Accounting program is a two-year associate degree that will prepare you to assemble, analyze, interpret, and forecast essential information about the operation of an organization. Accountants prepare financial statements, cost studies, and tax reports.

Student Profile
As a student of the Accounting program, you should:

• Be organized, accurate, and detail oriented
• Possess good communication skills
• Be comfortable using computers and 10-key calculators
• Enjoy working alone and with others

Preparation for Admission
The following experiences will help you prepare for this program:

• Accounting
• Consumer Math
• Keyboarding
• Basic Computer Skills
• English/Basic Grammar

Preparation for Admission

Key to your success in the program is to enjoy working with numbers and facts and to strive for accuracy.

Program Outcomes
Employers will expect you, as an Accounting graduate, to be able to:

• Apply generally accepted accounting principles.
• Analyze, record, report, and interpret financial information.
• Prepare accounting reports for internal and external users.
• Maintain effective accounting systems and controls.
• Utilize current technology to complete accounting functions.

Career Outlook
Accounting has been called the “language of business.” Associate degree graduates typically fill entry-level accounting positions and may move into mid-management. Typical positions available to you after graduation include:

• Accountant
• Bookkeeper
• Cost Accountant
• Payroll Clerk
• Tax Accountant

Some graduates also continue their education in the field of Accounting at a four-year institution.

Curriculum

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Technical Studies Courses</td>
<td></td>
</tr>
<tr>
<td>10101101 Financial Accounting 1</td>
<td>4</td>
</tr>
<tr>
<td>10101103 Financial Accounting 2</td>
<td>4</td>
</tr>
<tr>
<td>10101105 Intermediate Accounting 1</td>
<td>4</td>
</tr>
<tr>
<td>10101106 Computerized Accounting</td>
<td>3</td>
</tr>
<tr>
<td>10101107 Intermediate Accounting 2</td>
<td>4</td>
</tr>
<tr>
<td>10101121 Cost and Managerial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>10101123 Income Tax Accounting</td>
<td>4</td>
</tr>
<tr>
<td>10101124 Payroll Systems and Accounting</td>
<td>3</td>
</tr>
<tr>
<td>10101130 Accounting Systems</td>
<td>3</td>
</tr>
<tr>
<td>10103103A MS Word A</td>
<td>1</td>
</tr>
<tr>
<td>10103124 MS Excel</td>
<td>2</td>
</tr>
<tr>
<td>10103128 Introduction to Computers - Windows</td>
<td>1</td>
</tr>
<tr>
<td>10105125 Business Law</td>
<td>3</td>
</tr>
<tr>
<td>10106181 Keyboarding</td>
<td>1</td>
</tr>
<tr>
<td>10196191 Supervision</td>
<td>3</td>
</tr>
<tr>
<td>10890105 Job Quest</td>
<td>1</td>
</tr>
<tr>
<td>ELECTIVES</td>
<td>3</td>
</tr>
<tr>
<td>PROGRAM REQUIREMENTS</td>
<td>69</td>
</tr>
</tbody>
</table>

Offered at:
Ashland
New Richmond
Rice Lake
Superior

This course requires a prerequisite and/or corequisite, and must be completed with a grade of “C-” or better.

Appropriate placement score or Introduction to College Writing course required.
10101101 Financial Accounting 1 - Credits: 4
Complete accounting cycle, special journals, payroll tax principles, special procedures, and financial statements. Accounting applications through practice set approach.

10101103 Financial Accounting 2 - Credits: 4
Students will be introduced to corporate accounting. Students will have an understanding of corporate transactions with an emphasis on stocks and bonds. The student will analyze financial statements including the statement of cash flows. Managerial accounting is also introduced in this class. PREREQUISITE: 10101101 Financial Accounting 1.

10101105 Intermediate Accounting 1 - Credits: 4

10101106 Computerized Accounting - Credits: 3
Students will learn to computerize the basic accounting systems (general ledger, accounts payable, accounts receivable, payroll) and review accounting terminology in relation to data processing. PREREQUISITES: 10101101 Financial Accounting 1 and 10103124 MS Excel.

10101107 Intermediate Accounting 2 - Credits: 4

10101121 Cost and Managerial Accounting - Credits: 4
This course addresses cost accounting principles, procedures, and managerial applications of cost data; theory of job order cost, process cost, and standard cost; and managerial cost decision making. Though not required, 10101103 Financial Accounting 2 is also recommended prior to taking this course. PREREQUISITES: 10101101 Financial Accounting 1 and 10103124 MS Excel.

10101223 Income Tax Accounting - Credits: 4
This course will prepare you to complete and file individual federal and Wisconsin income tax returns including the 1040EZ/ W2, 1040A/1A, and 1040/1 with most common supporting schedules. This course is lecture- and project-based with most returns done manually and some comprehensive problems being computerized.

10101124 Payroll Systems and Accounting - Credits: 3

10101130 Accounting Systems - Credits: 3
Accounting Systems examines the role of the subsystems within the accounting model. Efficiency in the use of forms, methods of processing data (both manually and electronically), internal control concepts/procedures, and how management uses output is included. Coursework includes the use of commercially available accounting software to manipulate data and perform basic accounting functions. COREQUISITE: 10101107 Intermediate Accounting 2.

10103103A MS Word A - Credits: 1
Students will learn word processing using MS Word. Credit A activities will include creating, editing, saving, formatting, printing, and other basic MS Word features.

10103124 MS Excel - Credits: 2
Students will learn to use MS Excel. Credit A activities will include creating, editing, saving, formatting, printing, performing calculations, and enhancing worksheets through charts. Credit B activities will include using advanced features of formulas, object linking and embedding, multiple worksheets, 3-D references, macro basics and database basics.

10103128 Introduction to Computers - Windows - Credits: 1
Learners will gain knowledge about basic operations of a computer and the Windows operating system. Emphasis will be placed on file management and disk maintenance in a network environment.

10105125 Business Law - Credits: 3
Business Law provides the student with a working knowledge of the legal system, business ethics, and essentials of contracts. Students gain knowledge in logical and analytical thinking, and are encouraged to challenge legal issues and defend their point of view.

10106181 Keyboarding - Credits: 1
This hands-on course emphasizes the introductory skills necessary in keyboarding using the touch system. You will master basic keyboard operation and develop keyboarding skills using the alpha, numeric, and symbol keys.

10196191 Supervision - Credits: 3
In Supervision, the learner applies the skills and tools necessary to perform the functions of a frontline leader. Each learner will demonstrate the application of strategies and transition to a contemporary supervisory role including day-to-day operations, analysis, delegation, controlling, staffing, leadership, problem solving, team skills, motivation, and training.

10890105 Job Quest - Credits: 1
This course is designed to enhance the student’s ability to seek, obtain, and retain employment. Assessment of personal characteristics, job-seeking and retention skills, preparation of employment-related documents, and interviewing strategies are included.

Graduate Employment Information
(WITC Graduate Survey Responses 2005-2006)

<table>
<thead>
<tr>
<th>Number of graduates</th>
<th>41</th>
<th>Number employed</th>
<th>30</th>
<th>% employed in WITC district</th>
<th>67%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of responses</td>
<td>37</td>
<td>Percent employed</td>
<td>88%</td>
<td>Range of yearly salary</td>
<td>$18,277-$45,000</td>
</tr>
<tr>
<td>Number available for employment</td>
<td>34</td>
<td>Employed in related field</td>
<td>21</td>
<td>Average yearly salary</td>
<td>$25,109</td>
</tr>
</tbody>
</table>