Program Overview
The Finance degree will prepare you for employment in several business careers. With an emphasis on finance, you will be ready for a career in business management, banking, corporate finance, investments, insurance, or real estate. Additional skill areas include technology, computers, and basic marketing. In addition, the two-year associate degree will allow you to transfer some or all program credits to UW System schools or private colleges.

Student Profile
As a Finance student, you should be able to:

- Work with people and ideas in a team setting
- Work with numbers and charts
- Perform in a competitive environment
- Use various computer applications
- Prepare written reports and oral presentations

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

- Mathematics/Algebra
- Accounting
- Keyboarding
- Spreadsheets/Word Processing
- Basic grammar
- Investments

Your success in this major depends on your willingness to be innovative, make team decisions, and take risks. You must also enjoy working with numbers and computers.

Program Outcomes
Employers will expect you, as a Finance graduate, to be able to:

- Utilize business software, the Internet, or computer applications to make financial decisions, spreadsheets, reports, and presentations.
- Apply accounting principles including financial statement preparation and/or analysis.
- Perform financial calculations and present value analysis.
- Apply principles of banking.
- Understand and demonstrate knowledge of major lines of insurance.
- Utilize investment and real estate fundamentals.

Career Outlook
Employers will be looking for Finance graduates with strong computer, technical, and communication skills. Some typical positions available to you after graduation are:

- Manager or Owner of a business
- Loan Officer or Personal Banker
- Sales or Sales Manager
- Financial Analyst
- Investment Advisor
- Insurance Sales or Broker
- Real Estate Sales or Broker
- Stockbroker
- Accountant or Bookkeeper

Curriculum

<table>
<thead>
<tr>
<th>Number</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>1010101</td>
<td>Financial Accounting 1</td>
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<tr>
<td>1010103</td>
<td>Financial Accounting 2 ▲</td>
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<td>Money and Banking</td>
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<td>Principles of Finance</td>
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<td>10102125</td>
<td>Personal Finance</td>
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<td>10102150</td>
<td>Investments ▲</td>
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<td>Principles of Insurance</td>
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<tr>
<td>10103124</td>
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<td>10103128</td>
<td>Introduction to Computers - Windows</td>
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<tr>
<td>10104102</td>
<td>Marketing Principles</td>
<td>3</td>
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<td>10105115</td>
<td>Professional Profile</td>
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<td>10105125</td>
<td>Business Law</td>
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<td>10106181</td>
<td>Keyboarding</td>
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<td>10196189</td>
<td>Team Building and Problem Solving</td>
<td>3</td>
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<td>10196191</td>
<td>Supervision</td>
<td>3</td>
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<td>10890105</td>
<td>Job Quest</td>
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<td>ELECTIVES</td>
<td>3</td>
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<td>PROGRAM REQUIREMENTS</td>
<td>68</td>
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▲ 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.
Course Descriptions

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.

10102103 Money and Banking - Credits: 3
Money and Banking introduces students to money and the financial system, interest rates, financial institutions, and the Federal Reserve.

10102107 Principles of Finance - Credits: 3

10102125 Personal Finance - Credits: 3
Personal Finance introduces students to money management, taxes, financial services, credit, real estate, insurance, stocks, bonds, mutual funds, retirement planning, and estate planning.

10102150 Investments - Credits: 3
Investments introduces students to stock and bond valuation models, options, futures, future options, international investing, and the spot market. In addition, the student will learn about various investment careers and the various licensing requirements, regulations, and laws that impact the investment community. PREREQUISITE: 10102125 Personal Finance.

10102192 Principles of Insurance - Credits: 3
Principles of Insurance introduces students to risk identification, risk analysis, and utilizing insurance as a risk management tool.

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.

10103106 MS PowerPoint - Credits: 1
A complete presentation graphics course that allows you to produce professional-looking presentations. It gives you the flexibility to make informal presentations using overhead transparencies, electronic presentations, formal presentations using 35mm slides, or virtual presentations. Additionally, you can create paper printouts, outlines, speaker notes, and audience handouts.

10103123A MS Access A - Credits: 1
Learners create, edit, sort, and query a database. They also learn how to create and print basic forms and reports.

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.

10104102 Marketing Principles - Credits: 3
This course focuses on the marketing process as it relates to the operation of a business enterprise. The intent is to provide students with an understanding of how the marketing function fits within the overall structure of the organization. Special attention is given to the role and significance of evaluating customer needs, pricing, distribution, and promotion of products and services.

10105115 Professional Profile - Credits: 1
A course to strengthen the professional image. Students begin to develop self-awareness of elements affecting their personal and work relationships. Guidelines for determining appropriate grooming, dress, and poise will be covered. Personal life management along with career/life goal setting will be reinforced. This class should be taken in the last semester of the program.

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.

10196189 Team Building and Problem Solving - Credits: 3
In Team Building and Problem Solving, the learner applies the skills and tools necessary to facilitate problem solving in a team environment. Each learner will demonstrate the application of the benefits and challenges of group work, necessary roles in a team, stages of team development, different approaches to problem solving, consensus, systematic process of problem definition, data acquisition, analysis, developing alternative solutions, solution implementation, evaluation, and documentation.

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>Number employed</th>
<th>% employed in WITC district</th>
<th>Range of yearly salary</th>
<th>Average yearly salary</th>
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</thead>
<tbody>
<tr>
<td>23</td>
<td>18</td>
<td>57%</td>
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<td>$24,956</td>
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<tr>
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<td>21</td>
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<tr>
<td>18</td>
<td>15</td>
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