Accounting
10-101-1  Associate Degree (two-year)

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

Admission Requirements
Students in this program must:
• Complete application form and submit with fee (fee waiver may apply if previously submitted)
• Complete Accuplacer entrance assessment to determine placement (waiver may apply with acceptable alternative test scores and/or postsecondary degree completion)
• Complete admissions meeting with a WITC counselor (above requirements should be completed prior to meeting)

Program Outcomes
Employers will expect Accounting graduates to be able to:
• Process financial transactions throughout the accounting cycle
• Analyze financial and business information to support planning and decision-making
• Perform payroll preparation, reporting, and analysis tasks
• Perform cost accounting preparation, reporting, and analysis tasks

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 students after graduation include:
• Accounting Supervisor
• Bookkeeper
• Accounts Receivable Specialist
• Accounts Payable Specialist
• Payroll Specialist
• Cost Accounting Specialist
• Tax Accounting Specialist
Some graduates also continue their education in the field of Accounting at a four-year institution.

Curriculum

<table>
<thead>
<tr>
<th>Number</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>10100101</td>
<td>Financial Accounting 1</td>
<td>4</td>
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<tr>
<td>1010103</td>
<td>Financial Accounting 2</td>
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<tr>
<td>1010105</td>
<td>Intermediate Accounting 1</td>
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<td>1010107</td>
<td>Intermediate Accounting 2</td>
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<tr>
<td>1010121</td>
<td>Cost and Managerial Accounting</td>
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<tr>
<td>1010123</td>
<td>Income Tax Accounting</td>
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<td>1010124</td>
<td>Payroll Systems and Accounting</td>
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<td>1010138</td>
<td>Budgeting and Cost Control</td>
<td>2</td>
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<td>1010172</td>
<td>Accounting Applications Using Excel</td>
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<td>1010174</td>
<td>QuickBooks Accounting - Beginning</td>
<td>2</td>
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<td>1010175</td>
<td>Accounting Systems</td>
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<td>MS Access A</td>
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<td>1010525</td>
<td>Business Law</td>
<td>3</td>
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<td>10196191</td>
<td>Supervision</td>
<td>3</td>
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<tr>
<td>10890105</td>
<td>Job Quest</td>
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PROGRAM REQUIREMENTS
60

Requires a prerequisite and/or corequisite that must be completed with a grade point of 2.0 or better.

Career Pathway Options
Career Pathways connect progressive levels of coursework to allow students to build upon their education. Each step in the pathway connects with employment options and provides the opportunity for advancement to higher levels. The Accounting program includes the following pathway options:
• 31-101-1 Accounting Assistant Technical Diploma (page 46)
• 30-101-4 Billing and Posting Clerk Technical Diploma (page 64)
• 61-101-2 Tax Preparer Assistant Certificate (page 209)
Programs and Course Descriptions
(See pages 41-43 for General Studies 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.

10101105 Intermediate Accounting 1 - Credits: 4
Intermediate Accounting course (in sequence with 10101107 Intermediate Accounting 2) covering complex accounting theory, financial statement preparation, and analysis of an in-depth nature. PREREQUISITES: 10101103 Financial Accounting 2 and 10103152 MS Excel B.

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 10103152 MS Excel B.

10101123 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/1, 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

10101138 Budgeting and Cost Control - Credits: 2
By using the tools and techniques learned in the class, students will understand how to use financial information to manage a business, make better financial decisions, increase business profitability, and improve cash flow. With a detailed review of what the numbers in the financial statements represent and how managers and owners use that information to be more successful in controlling and growing their business operations, students will learn how to use financial information to build an effective and realistic budget that can be used to control costs, improve profits and gain a competitive advantage.

10101172 Accounting Applications Using Excel - Credits: 1
Students will learn to use MS Excel as it pertains mainly to accounting related functions. Activities will include working with pivot tables, exporting/importing information, continuing with advanced formulas and macros, using analytical options, and developing creativity/application skills in building spreadsheets to replace and enhance manual record keeping, calculations, and reporting. PREREQUISITES: 10101103 Financial Accounting 2 and 10103152 MS Excel B.

10101174 QuickBooks Accounting - Beginning - Credits: 2
Students will learn the QuickBooks accounting software by performing tasks that involve the general ledger, accounts payable, accounts receivable, inventory, payroll, and financial statements. Students will be responsible for finding and correcting errors in the QuickBooks program. PREREQUISITE: 10101101 Financial Accounting 1 or 10101176 Financial Accounting 1A.

10101175 Accounting Systems - Credits: 2
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.

10103146 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.

10103151 MS Excel A - Credits: 1
Students will learn to use MS Excel. Credit A activities will include creating, editing, saving, formatting, printing, performing calculations, and enhancing worksheets through charts.

10103152 MS Excel B - Credits: 1
Students will learn to use MS Excel. Credit B activities will include using advanced features of formulas, object linking and embedding, multiple worksheets, 3-D references, macro basics and database basics. COREQUISITE: 10103151 MS Excel A.

10103162 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.

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.

10106191 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 2014-2015; for most recent data, go to witc.edu)

<table>
<thead>
<tr>
<th>Number of graduates</th>
<th>28</th>
<th>Number employed</th>
<th>23</th>
<th>% employed in WITC district</th>
<th>80%</th>
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</thead>
<tbody>
<tr>
<td>Number of responses</td>
<td>25</td>
<td>Percent employed</td>
<td>100%</td>
<td>Range of yearly salary</td>
<td>$22,878-$62,395</td>
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<tr>
<td>Number available for employment</td>
<td>23</td>
<td>Employed in related field</td>
<td>16</td>
<td>Average yearly salary</td>
<td>$41,827</td>
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</table>

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