

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.

Campus:

Ashland (Blended)

New Richmond

Rice Lake

Superior

Online



WISCONSIN
INDIANHEAD
TECHNICAL
COLLEGE

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 interview with a WITC counselor (above requirements should be completed prior to interview)

Program-Specific Requirement

Students in this program must:

- Complete the SmarterMeasure Learning Readiness Indicator assessment for online learning at: <http://www.witc.edu/online/smartermeasure.htm>.

Student Profile

Students in the Accounting program 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

Students should strive to reach a comfort level in the following courses or skills:

- Accounting
- Consumer Math
- Keyboarding
- Basic computer skills
- English/Basic grammar

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

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
- Perform individual and/or organizational tax accounting preparation, reporting, and analysis tasks
- Identify internal controls to reduce risk
- Adapt accounting processes and principles to a government and/or not-for-profit environment

Collegewide outcomes and indicators will also be addressed to develop personal awareness, career effectiveness, and professionalism. See page 5 for a list of collegewide outcomes and indicators.

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:

- Accountant
- Accounts Payable Specialist
- Accounts Receivable Specialist
- Bookkeeper
- Cost Accountant
- Payroll Accountant
- Tax Accountant

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

Curriculum

Number	Course Title	Credits
Technical Studies Courses		
10101101	Financial Accounting 1	4
10101103	Financial Accounting 2 ▲	4
10101105	Intermediate Accounting 1 ▲	4
10101107	Intermediate Accounting 2 ▲	4
10101121	Cost and Managerial Accounting ▲	4
10101123	Income Tax Accounting	4
10101124	Payroll Systems and Accounting ▲	3
10101135	Government Accounting ▲	3
10101173	Peachtree Accounting	2
10101174	QuickBooks Accounting	2
10101175	Accounting Systems ▲	2
10103146	MS Word A	1
10103151	MS Excel A	1
10103152	MS Excel B ▲	1
10105125	Business Law	3
10196191	Supervision	3
10890105	Job Quest	1
		46
General Studies Courses[▸]		
10801195	Written Communication ▲	3
10801197	Technical Reporting ▲	3
10801198	Speech or	3
10801196	Oral/Interpersonal Communication	
10804123	Math with Business Applications ▲	3
10809195	Economics	3
10809196	Introduction to Sociology	3
10809198	Introduction to Psychology	3
		21
ELECTIVES		2
PROGRAM REQUIREMENTS		69

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

▸ See page 40 for General Studies course descriptions. Students must earn a grade point of 2.0 or better in all required (10101XXX) courses.

Course Descriptions

(See page 40 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 10103151 MS Excel A and 10103152 MS Excel B.

10101107

Intermediate Accounting 2 - Credits: 4

Intermediate Accounting 2 (in sequence with 10101105 Intermediate Accounting 1) covers complex accounting theory, financial statement preparation, and analysis of an in-depth nature. PREREQUISITE: 10101105 Intermediate Accounting 1.

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 10103151 MS Excel A 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/WIZ, 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

Study of state and federal laws affecting payroll -- Fair Labor Standards Act, Federal and State Unemployment Acts, Federal Insurance Contributions Act, Federal and State Withholding Tax Acts, payroll accounting procedures, and systems design. COREQUISITE: 10101101 Financial Accounting 1.

10101135

Government Accounting - Credits: 3

An introductory study of generally accepted accounting principles and practices found in nonprofit organizations. Comparisons are made between principles and practices applicable to government, institutions, hospitals, and other nonprofit organizations and those that are generally accepted in business. PREREQUISITE: 10101103 Financial Accounting 2.

10101173

Peachtree Accounting - Credits: 2

Students will learn how to computerize the basic accounting systems. Students will learn the fundamentals of the Peachtree software in performing tasks involving the general ledger, accounts payable, accounts receivable, payroll, and financial statements. Students will also be exposed to the process of finding and correcting errors in a computerized accounting system.

10101174

QuickBooks Accounting - 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.

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.

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.

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 2009-2010; for most recent data, go to witc.edu)

Number of graduates	34	Number employed	21	% employed in WITC district	62%
Number of responses	31	Percent employed	91%	Range of yearly salary	\$16,379-\$39,892
Number available for employment	23	Employed in related field	13	Average yearly salary	\$26,854

career vision