



# Accounting

Program No: 10-101-1

Associate Degree in Applied Science

Degree Completion Time: Four Terms

In general, an academic year consists of two terms; however, degree completion time may vary based on student scheduling needs and class availability.

2012-2013

Catalog No.	Class Title	Credit(s)
<b>Term 1</b>		
1010111	Accounting 1	4.00
10101135	Payroll Accounting	3.00
10105124	Portfolio Introduction	1.00
10801195	Written Communication	3.00
10804123	Math with Business Applications	3.00
10809196	Introduction to Sociology OR 10809172 Race, Ethnic & Diversity Studies	3.00
	<b>Total</b>	<b>17.00</b>
<b>Term 2</b>		
10101113	Accounting 2	4.00
10101180	Spreadsheet Data Management	2.00
10102160	Business Law 1	3.00
10801196	Oral/Interpersonal Communication OR 10801198 Speech	3.00
10809195	Economics	3.00
10101182	Accounting Software Applications	3.00
	<b>Total</b>	<b>18.00</b>
<b>Term 3</b>		
10101115	Accounting 3	4.00
10101123	Accounting Income Tax	4.00
10101125	Accounting Cost 1	4.00
10101130	Accounting Information Systems	3.00
10105128	Career Exploration	2.00
	<b>Total</b>	<b>17.00</b>
<b>Term 4</b>		
10101129	Applied Tax	1.00
10101117	Accounting 4	4.00
10101126	Accounting Cost 2	2.00
10809122	Introduction to American Government OR 10806112 Principles of Sustainability	3.00
10101199	Accounting Capstone	3.00
10809198	Introduction to Psychology	3.00
	<b>Total</b>	<b>16.00</b>
	<b>Program Total</b>	<b>68.00</b>
<b>Electives:</b>		
10101124	Auditing	
10101192	International Finance	
<b>Note:</b> Program start dates vary; check with your counselor for details.		
Curriculum and program acceptance requirements are subject to change.		

### About the Career

Every business and industry, from movie-making to alternative energy, requires people-oriented, analytical, and creative thinkers to address accounting needs. As an accountant, you will have direct input regarding a company's financial health and profitability. A degree in accounting can be the key to rewarding and challenging opportunities in any field of interest.

### Careers

- Private and Public Opportunities
- Accounts Payable/Receivable Specialists
- Cost Accountant
- Financial Systems Technician
- Payroll Accountant
- Staff Accountant
- Tax Accountant

### Admissions Steps

- Application
- Application Fee
- Entrance Assessment Scores
- Transcripts
- Program Advising Session
- Microsoft Skills Check Form (Word, PowerPoint, Excel)
- Functional Abilities Statement of Understanding Form

### Program Outcomes

You'll learn 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 organizational and/or individual 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.

### Approximate Costs

- \$126 per credit (resident)
- \$182 per credit (out-of-state resident)
- Other fees vary by program (books, supplies, materials, tools, uniforms, health-related exams, etc.)

### Special Note

This program can also be completed in approximately 3 1/2 years in an evening format. Contact the program counselor for details.

### Functional Abilities

Functional abilities are the basic duties that a student must be able to perform with or without reasonable accommodations. At the postsecondary level, students must meet these requirements, and they cannot be modified.

### Entrance Assessment Scores

Accuplacer	ACT
Arithmetic - 79	Mathematics - 18
Reading - 74	Reading - 18
Sentence Skills - 86	English - 18

## Transfer agreements are available with the following institutions:

Capella University  
Cardinal Stritch University  
Concordia University  
Franklin University  
Herzing University  
Lakeland College

Marian College  
MSOE Rader School of Business  
Ottawa University  
Silver Lake College  
University of Phoenix  
Upper Iowa University

UW-Green Bay  
UW-Oshkosh  
UW-Platteville  
UW-Stout

IMPORTANT: For more information on these agreements, visit [gotoltc.edu/transfer](http://gotoltc.edu/transfer).

### **10101111 Accounting 1**

...provides the learner with the skills to understand accounting principles and procedures useful in any business, including the accounting cycle for a service enterprise and a merchandising enterprise, chart of accounts, special journals, ledgers, accruals and deferrals, inventories, and internal controls.

### **10101113 Accounting 2**

...provides the learner with the skills to transition to more advanced accounting courses with emphasis given to notes and interest; forms of legal entities, depreciation methods, payroll, valuation, and financial analysis.

**PREREQUISITE:** 10101111 Accounting I

### **10101115 Accounting 3**

...introduces the learner to intermediate accounting concepts, principles, and applications, including financial statements, temporary investments, receivables, equities, current liabilities, present value, and fixed assets.

**PREREQUISITE:** 10101113 Accounting II, Microsoft Word and PowerPoint skills or equivalent and  
**COREQUISITES:** 10101180 Spreadsheet Data Management

### **10101117 Accounting 4**

...expands the learner's ability to understand intermediate accounting concepts, principles, and applications, including intangible assets, long-term investments, bonds, corporate taxes, leases, pensions, and stockholders' equity, and error corrections.

**PREREQUISITE:** 10101115 Accounting III

### **10101123 Income Tax**

...introduces the learner to the federal income tax laws and their underlying principles, including filing status, gross income (inclusions and exclusions), deductions and exemptions, tax forms and schedule, and the computation of taxes; and use of tax forms both manual and computerized.

### **10101124 Auditing**

...introduces the learner to the fundamentals of auditing. This course involves the evaluation of internal controls including methods of examination and evaluation of accounting records. These evaluations are used to provide objective data to support opinions on the fairness and reliability of accounting records. The course will review the roles of both auditors and their respective clients.

**PREREQUISITE:** 10101113 Accounting 2

### **10101125 Accounting Cost 1**

...provides the learner with the skills to understand cost behavior and analysis emphasizing manufacturing enterprises it includes budgeting concepts, cost reports, job-order costing, process costing, joint and byproducts, standard and variance analysis.

**PREREQUISITE:** 10101111 Accounting I

### **10101126 Accounting Cost 2**

...expands the learner's ability to understand accounting for manufacturing enterprises, including break-even analysis, differential costs, and capital expenditures.

**PREREQUISITE:** 10101125 Accounting Cost 1

### **10101129 Applied Tax**

...provides the opportunity for the learner to expand tax preparation skills acquired in the Income Tax course and apply those skills to real-life situations in preparing taxes for the local community through IRS Volunteer Income Tax Assistance (VITA) program. Learners will gain certification from the IRS through the program.

**PREREQUISITE:** 1011123 Income Tax

### **10101130 Accounting Information Systems**

...introduces the learner to current accounting information systems theory. It includes procedures, financial data reporting methods, system analysis and design related to accounting systems, internal control, flowcharting, form design, and database concepts.

**PREREQUISITE:** 10101113 Accounting 2 and Microsoft Excel Skills or equivalent

### **10101135 Payroll Accounting**

...introduces the learner to federal and state payroll laws; calculations for gross and net income; preparing payroll deductions; maintaining payroll records; and processing payroll in both a manual and computerized setting.

**COREQUISITE:** 10101111 Accounting I

### **10101180 Spreadsheet Data Management**

...provides the learner with the skills to use spreadsheet software to solve accounting and business problems. It focuses on advanced functions and relates skill acquisition to accounting analysis and reporting needs.

**PREREQUISITES:** Microsoft Excel skills or equivalent and  
**COREQUISITE:** 10101111 Accounting 1

### **10101182 Accounting Software Applications**

...prepares the learner to transfer manual accounting skills to computerized accounting software. It includes company setup, expenditure cycle transactions, revenue cycle transactions, general journal transactions, payroll, bank reconciliation's, end-of-period procedures, and customization of financial statements.

**PREREQUISITE:** 10101111 Accounting I

### **10101192 International Finance**

...prepares the student to assess the international environment, recognize opportunities to conduct business outside of the United States, assess exposure, and manage risks associated with doing business in other countries. Special emphasis is placed on Trade Finance which is covered on the Certified Global Business Professional exam.

### **10101199 Accounting Capstone**

...requires the learner to synthesize the theory and practices learned in other accounting courses via capstone projects that apply those skills in developing recommendations for specific business situations. The learner will also assess their achievement of core abilities and program outcomes by completing their portfolio. This course is an exercise in professional analysis and decision making - reemphasizing the need for effective communication and professional skills.  
**COREQUISITE:** 10101117 Accounting 4 and  
**PREREQUISITES:** 101011115 Accounting 3, 10101125 Accounting Cost 1, 10101123 Income Tax, 10101130 Accounting Information Systems

### **10102160 Business Law 1**

...provides the learner with the skills to summarize the American legal system; diagram the state/federal court systems; evaluate dispute resolution methods; sequence the civil litigation process; summarize the administrative agencies; differentiate civil and criminal law; apply theories of negligence, intentional tort, and product liability; summarize elements of a contract; assess the validity of a contract; assess third-party rights and available remedies; and analyze warranties.

### **10105124 Portfolio Introduction**

...prepares the student to develop a personal and professional portfolio, to identify self-awareness through various self-assessments and apply these results to the workplace and other environments, to write goal statements and understand their value, to develop an individual history of events and achievements, and to identify significant learning experiences throughout the student's life.

### **10105128 Career Exploration**

...prepares the student to develop a career plan, write a resume, create a cover letter, prepare for an interview, search for work on the Internet, adapt a resume for an electronic scan, and post a resume and cover letter on the Internet.

**PREREQUISITE:** 10105124 Portfolio Introduction

### **10801195 Written Communication**

...teaches the writing process, which includes prewriting, drafting, revising, and editing. Through a variety of writing assignments, the student will analyze audience and purpose, research and organize ideas, and format and design documents based on subject matter and content. Keyboarding skills are required for this course. It also develops critical reading and thinking skills through the analysis of a variety of written documents.

**PREREQUISITE:** 10831103 Intro to College Wrtg or  
**CONDITION:** Written Comm Prepared Learner (Accuplacer Wrtg min score of 86 or Equivalent) and  
**COREQUISITE:** 10838105 Intro Rdg & Study Skills or  
**CONDITION:** Reading Accuplacer min score of 74 or equivalent

### **10801196 Oral/Interpersonal Comm**

...provides students with the skills to develop speaking, verbal and nonverbal communication, and listening skills through individual speeches, group activities, and other projects.

**COREQUISITE:** 10838105 Intro Reading and Study Skills or  
**CONDITION:** Reading accuplacer minimum score of 74 or equivalent

### **10804123 Math w Business Apps**

...covers real numbers, basic operations, linear equations, proportions with one variable, percents, simple interest, compound interest, annuity, apply math concepts to the purchasing/buying process, apply math concepts to the selling process, and basic statistics with business/consumer applications.

**PREREQUISITE:** Accuplacer Math minimum score of 79 or Equivalent or 10834109 Pre-Algebra and  
**COREQUISITE:** 10838105 Intro Reading and Study Skills or  
**CONDITION:** Reading accuplacer minimum score of 74 or equivalent

### **10809122 Introduction to American Government**

...introduces American political processes and institutions. It focuses on rights and responsibilities of citizens and the process of participatory democracy. Learners examine the complexity of the separation of powers and checks and balances. It explores the role of the media, interest groups, political parties and public opinion in the political process. It also explores the role of state and national government in our federal system.

**COREQUISITE:** 10838105 Intro Reading and Study Skills or Accuplacer Reading score of 74 or equivalent

### **10809195 Economics**

...provides the participant with an overview of how a market-oriented economic system operates, and it surveys the factors which influence national economic policy. Basic concepts and analyses are illustrated by reference to a variety of contemporary problems and public policy issues. Concepts include scarcity, resources, alternative economic systems, growth, supply and demand, monetary and fiscal policy, inflation, unemployment and global economic issues.

**COREQUISITE:** 10838105 Intro Reading and Study Skills or Accuplacer Reading score of 74 or equivalent

### **10809196 Introduction to Sociology**

...introduces students to the basic concepts of sociology: culture, socialization, social stratification, multi-culturalism, and the five institutions, including family, government, economics, religion, and education. Other topics include demography, deviance, technology, environment, social issues, social change, social organization, and workplace issues.

**COREQUISITE:** 10838105 Intro Reading and Study Skills or Accuplacer Reading score of 74 or equivalent

### **10809198 Intro to Psychology**

...introduces students to a survey of the multiple aspects of human behavior. It involves a survey of the theoretical foundations of human functioning in such areas as learning, motivation, emotions, personality, deviance and pathology, physiological factors, and social influences. It directs the student to an insightful understanding of the complexities of human relationships in personal, social, and vocational settings.

**COREQUISITE:** 10838105 Intro Reading and Study Skills or Accuplacer Reading score of 74 or equivalent