

# Accounting

68-credit Associate of Applied Science Degree

## About the Program

Accountants are consistently in demand because today's fast-paced, ever-changing business environment depends on sound financial decision-making. Accounting professionals prepare, interpret and analyze financial information. To prepare for an accounting career, students will learn the fundamentals of accounting, managerial analysis, cost accounting principles, income tax basics and microcomputer accounting applications. In addition, students will gain an extensive education in computer skills, including accounting-based and business-related software.

Graduates may find employment in accounting firms, financial departments of private businesses and government agencies. As the "business language," accounting is a profession as well as a sound preparation for other careers.

## Potential Job Titles

- Accountant
- Accounts Payable Assistant
- Accounts Receivable Clerk
- Accounting Supervisor
- Bookkeeper
- Controller
- Fiscal Coordinator

## Credit Transfer

Credits earned in the Accounting program may be transferable to institutions offering baccalaureate degrees. Visit [www.wctc.edu/transfer](http://www.wctc.edu/transfer) for specific information. Since the details of credit transfers change from time to time, be sure to contact the intended college or university to verify credit transferability.

## Admission Process

- Fill out a WCTC application
- Send \$30 non-refundable application fee
- Send high school transcript or GED/HSED
- Send any previous college transcripts
- Complete Skills Assessment test (COMPASS)
- Begin pursuing Financial Aid options

For more information, call 262.691.5200.

Required Courses	Credits
<b>First Semester</b>	
101-111 Accounting I - Principles	4+
106-110 Microcomputer Bus Apps I	3+
801-195 Written Communication	3+
804-123 Math with Business Applications	3+
809-166 Intro to Ethics: Theory & Apps	3
<b>Total semester credits</b>	<b>16</b>
<b>Second Semester</b>	
101-104 Accounting Spreadsheets	2
101-113 Accounting II - Principles	4
101-114 Payroll Accounting	3
106-122 Microcomputer Bus Apps II	3
801-196 Oral/Interpersonal Communication	3+
809-199 Psychology of Human Relations	3
<b>Total semester credits</b>	<b>18</b>
<b>Third Semester</b>	
101-115 Accounting III - Intermediate	4
101-123 Income Tax I	4
809-195 Economics	3+
809-196 Introduction to Sociology	3+
Elective	3
<b>Total semester credits</b>	<b>17</b>
<b>Fourth Semester</b>	
101-116 Accounting Analysis and Decisions	3
101-120 Accounting IV - Intermediate	4
101-127 Accounting Information Systems	4
102-102 Intl Business Practice Firm	3
Elective	3
<b>Total semester credits</b>	<b>17</b>
<p><i>+ Proficiency exam available</i>  <i>Curriculum is current as of catalog printing. The most current curriculum requirements for graduation will be provided upon admission to program, or review at <a href="http://www.wctc.edu">www.wctc.edu</a>.</i></p>	

**Accounting Required Courses**

**101-104 Accounting Spreadsheets** 2  
Discover tools and techniques used in spreadsheets related to finance and accounting activities.  
Prerequisites: 106-110 Microcomputer Bus Apps I and 101-111 Accounting I - Principles (or concurrent)

**101-111 Accounting I – Principles** 4  
Learn the basic account cycle for both service and merchandising businesses. Discuss cash control, banking transactions, sales tax, and payroll. This course is designed for those without an accounting background or for those needing a refresher. Supplemental audiovisual and handout materials are available.

**101-113 Accounting II – Principles** 4  
Study account groups for their problems of composition, valuation, recognition, and appropriate accounting treatment at a basic level. Explore partnerships and corporations as well as financial statement analysis techniques. Do basic accounting problems and use a practice set to summarize principles used in Accounting I and II and to become familiar with systems procedures.  
Prerequisites: 101-111 Accounting I - Principles

**101-114 Payroll Accounting** 3  
Become acquainted with the personnel and payroll records that produce information required under the numerous laws affecting the operation of a payroll system. Practice payroll operations, the preparation of payroll registers, the recording of accounting entries involving payroll, and the preparation of payroll tax returns required of employers. Study the Fair Labor Standards Act and other laws that affect payroll operations and employment practices.

**101-115 Accounting III – Intermediate** 4  
Apply the principles and procedures of financial accounting with an emphasis on classification, valuation, and disclosure in the preparation of reports for external use. Discuss recent accounting pronouncements and statements of the Financial Accounting Standards Board, interest concepts of future and present value, cash and receivables, measurement of inventory and cost of goods sold, and the theoretical framework of accounting.  
Prerequisites: 101-113 Accounting II - Principles

**101-116 Acctg Analysis and Decisions** 3  
Learn how to analyze accounting information and use that information for decision-making.  
Prerequisites: 101-115 Accounting III - Intermediate

**101-120 Accounting IV – Intermediate** 4  
Interpret the theory underlying current accounting practices, and explain alternative methods for recording and reporting transactions. Gain the needed foundation for evaluating the strengths and weaknesses of present and proposed accounting alternatives. Discuss topics including accounting for property, plant, equipment, and intangibles; short-term investments in equity securities; liabilities; and statements of cash flow.  
Prerequisites: 101-115 Accounting III - Intermediate

**101-123 Income Tax I** 4  
Become familiar with the field of federal income taxation. Examine commonly occurring issues in tax planning and the preparation of individual's income tax returns.  
Prerequisites: 101-111 Accounting I - Principles

**101-127 Accounting Information Systems** 4  
Explore the role of information systems in accomplishing the objectives of financial accounting, managerial accounting, tax accounting, and auditing. Review the techniques of manual accounting, computerized accounting, and Internet electronic commerce applications. Internal controls, systems analysis, systems design, and system implementation are also discussed.  
Prerequisites: 101-123 Income Tax I and 101-120 Accounting IV - Intermediate (or concurrent)

**102-102 Intl Business Practice Firm** 3  
Set up and run a virtual business to conduct e-commerce in a global environment and develop a marketing plan to market a product using the Internet. Make decisions about the overall operation of the firm and apply problem-solving strategies in a team environment.

**106-110 Microcomputer Bus Apps I** 3  
Gain an overview of Microsoft Office software and its five major applications: Microsoft Word, Excel, Access, PowerPoint, and Outlook. Also gain an understanding of Windows operating system and Internet Explorer. Successful course completion will assist in the preparation for core MOS certification.

**106-122 Microcomputer Bus Apps II** 3  
Study the effective integration of Microsoft Office's five major applications: Word, Excel, Access, PowerPoint, and Outlook.  
Prerequisites: 106-110 Microcomputer Bus Apps I

**801-195 Written Communication** 3  
Study and practice the transfer of information, ideas, and experiences in written form through reports, letters, memoranda, and other documents. Gain proficiency in the areas of organization, clarity, accuracy, and directness.  
Prerequisites: COMPASS-Writing Skills or ACT-English or ASSET-Writing Skills or Accuplacer Sentence Skills or TABE Advanced Language or 831-103 Intro to College Writing or 851-771 Writing-Program Readiness

**801-196 Oral/Interpersonal Comm** 3  
Practice the necessary skills for effective speech delivery, listening, assertiveness, conflict resolution, teamwork, and general interpersonal communication.

**804-123 Math w Business Apps** 3  
Develop an understanding of 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.

**809-166 Intro to Ethics: Theory & App** 3  
Gain a basic understanding of the theoretical foundations of ethical thought. Diverse ethical perspectives will be used to analyze and compare relevant issues. Critically evaluate individual, social and/or professional standards of behavior, and apply a systematic decision-making process to these situations.  
Prerequisites: COMPASS-Reading Skills or 858-775 Reading - Program Readiness or 838-105 Intro Reading & Study Skills or TABE Advanced Reading or Accuplacer Reading Comprehensi or College Proficiency - Reading or Grandfathered Rdg Requirement or ACT-Reading

**809-195 Economics** 3  
Discuss the major institutions and principles that underlie the contemporary American economic system, and consider topics such as the free enterprise system, supply and demand, circular flow, government involvement, the Federal Reserve System, economic growth and development, the effects of international trade, comparative economic systems, and global economics.  
Prerequisites: COMPASS-Reading Skills or 858-775 Reading - Program Readiness or 838-105 Intro Reading & Study Skills or TABE Advanced Reading or Accuplacer Reading Comprehensi or College Proficiency - Reading or Grandfathered Rdg Requirement or ACT-Reading

**809-196 Introduction to Sociology** 3  
Learn the basic concepts of sociology: culture, socialization, social stratification, multiculturalism, 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.  
Prerequisites: COMPASS-Reading Skills or 858-775 Reading - Program Readiness or 838-105 Intro Reading & Study Skills or TABE Advanced Reading or Accuplacer Reading Comprehensi or College Proficiency - Reading or Grandfathered Rdg Requirement or ACT-Reading

**809-199 Psychology of Human Relations** 3  
Examine the principles of interaction as applied to human relations at home and on the job. Explore topics such as self concept personality development, learning, motivation, emotions, stress, human relations processes, and special relationships.  
Prerequisites: COMPASS-Reading Skills or 858-775 Reading - Program Readiness or 838-105 Intro Reading & Study Skills or TABE Advanced Reading or Accuplacer Reading Comprehensi or College Proficiency - Reading or Grandfathered Rdg Requirement or ACT-Reading

**Elective Options**

101-107 Business Finance  
102-152 Business Co-op II  
102-160 Business Law I  
106-132 Microcomputer Bus Apps III

Any course at the associate degree level will meet the elective requirement.