

## Associate Degree - Two Years, *Accelerated options offered at night*

Offered at the Green Bay and Marinette campuses. For information in Green Bay: (920) 498-5444.

For information in Marinette: (715) 735-9361. Toll-free: (800) 422-NWTC, ext. 5444.

### Program Description

Accounting prepares students for positions as accountants. Accountants work with accounting systems, analyze business records, prepare financial reports, and supervise bookkeepers.

### Program Outcomes

- Manage general ledger.
- Manage accounts receivable.
- Manage accounts payable.
- Maintain inventory control.
- Prepare payroll.
- Prepare income taxes.
- Account for fixed assets.
- Perform job order cost accounting.
- Perform process cost accounting.
- Perform standard cost accounting.
- Analyze financial statements.
- Prepare budgets.
- Manage cash flows.
- Use corporate accounting procedures.
- Analyze accounting information to make appropriate decisions.
- Perform reconciliation procedures.
- Create spreadsheets.
- Perform accounting functions using computerized accounting packages.
- Demonstrate proficiency in math using table top calculator and T.I. Business Analyst calculator.
- Perform activity-based costing.

### Requirements for Program Entry

- Completed application.
- High school transcript or equivalent (such as an HSED or GED® Transcript).
- NWTC Academic Skills Assessment or equivalent (See Academic Skills Assessment section for details and equivalents).
- Basic math (algebra recommended).
- Ability to use computer keyboard.

### Employment Potential

A graduate of the program will have the potential for employment in the following areas:

**Accounts Payable/Receivable Accountant:** records and pays bills of the company, records receivables transactions, bills customers at regular intervals, records charges and payments.

**Payroll Accountant:** handles the payroll for a business, end-of-period reports; time cards; computes overtime, deducts taxes, and prepares payroll checks; and reconciles payroll accounts.

**Inventory Control Accountant:** records receipt and dispersal of goods using a perpetual inventory system, assigns costs using an inventory valuation method.

**Cost Accountant:** determines cost of products manufactured; determines variations from standards in labor, materials, and overhead; prepares budgets; and prepares various management reports.

**Public Accountant:** keeps records for small business; prepares payroll records; prepares financial records, income statements, and balance sheets.

**Accountant:** keeps financial records, prepares financial records (income statements, balance sheets, budgets, and summary reports), and analyzes accounts.

**Tax Accountant:** prepares tax returns for both state and federal governments, assists in tax planning and tax shelters, and files payroll reports and quarterly reports as required by government agencies.

**Governmental/Nonprofit Accountant:** keeps records of governmental/nonprofit agencies using the fund method of accounting.

**With additional education and/or work experience, graduates may find other opportunities for employment.**

- Auditor
- Certified Public Accountant
- Comptroller
- Treasurer
- Trust Officer

### Curriculum

The Accounting Associate Degree is a two-year, four-semester program. Upon graduation, a student will have completed 68 credits.

#### First Semester

Catalog No.	Description	Credits
10-101-107	Accounting Applications/Proc	2
10-101-110	Accounting 1	4
10-103-121	Micro: Word-Intro	1
10-103-131	Micro: Excel-Intro	1
10-103-132	Micro: Excel-Part 2	1
10-801-195	Written Communication	3
10-804-123	Math w Business Apps	3
<b>Semester Total</b>		<b>15</b>

#### Second Semester

10-101-105	Accounting-Computer Ledger	2
10-101-120	Accounting 2	4
10-101-151	Accounting-Payroll	3
10-801-196	Oral/Interpersonal Comm	3
10-809-166	Intro to Ethics: Theory & App	3
10-809-199	Psychology Of Human Relations	3
<b>Semester Total</b>		<b>18</b>

#### Third Semester

10-101-131	Accounting-Intermediate	4
10-101-134	Accounting-Cost	4
10-101-154	Accounting-Personal Tax	4
10-101-189	Accounting-Appling Quickbooks	3
10-104-109	Credit Policies/Procedures	3
<b>Semester Total</b>		<b>18</b>

#### Fourth Semester

10-101-142	Accounting-Managerial	3
10-101-143	Accounting-Govern/Nonprofit	2
10-101-152	Accounting-Business Tax	2
10-101-153	Accounting-Computerized Tax	1
10-101-156	Accounting-Auto Appl	3
10-809-172	Race Ethnic & Diversity	3
10-809-195	Economics	3
<b>Semester Total</b>		<b>17</b>
<b>Total Credits</b>		<b>68</b>

#### Suggested Elective:

Financial Statement Analysis, 10-102-172

This program is fully eligible for financial aid.

## Please Note

- Some courses have prerequisites (listed at the end of each course description, if applicable) that need to be taken prior to enrolling in those courses.
- Many courses are offered via our Flexible Learning Options (online, accelerated, ITV, video, weekend, and self-paced) and may be taken in any order as long as prerequisites are met. To find out which program courses are offered through Flexible Learning Options, go to [www.nwtc.edu](http://www.nwtc.edu) or consult a counselor, (920) 498-5444.
- Descriptions of courses not found on this page can be found in the back of this catalog.

## Course Descriptions

*These courses provide an opportunity for students to develop the knowledge, skills, and understanding required for employment in this field.*

### 10-101-105 ACCOUNTING-COMPUTER LEDGER

...applications on calculators such as addition, subtraction, multiplication, division, percent, memory, and business problems and computers using Microsoft Excel. (Prerequisites: 10-103-131, Micro: Excel-Intro; 10-103-132, Micro: Excel-Part 2)

### 10-101-107 ACCOUNTING APPLICATIONS AND PROCEDURES

...use of financial calculator, checkbook records, purchasing, shipping/receiving, A/R, and A/P systems, markups, discounts, credit charges, time value of money, depreciation methods, inventory methods, and financial statement analysis.

**10-101-110 ACCOUNTING 1** ...accounting principles, financial statements, business transactions, accounting cycles/systems, specialized journals, accounting for cash and receivables for sole proprietorships in service or merchandising businesses.

**10-101-120 ACCOUNTING 2** ...inventories, fixed assets, current liabilities including payroll and notes payable, business formations including capital stocks, dividends, bonds, cash flow statements, and financial statement analysis. (Prerequisite: 10-101-110, Accounting 1)

**10-101-131 ACCOUNTING-INTERMEDIATE** ...understand income statements, balance sheets, cash flow statements, cash and receivables, inventories and cost of goods sold, noncurrent operating assets, earnings per share, accounting changes and corrections, financial statement analysis. (Prerequisite: 10-101-120, Accounting 2)

**10-101-134 ACCOUNTING-COST** ...contemporary cost environments and issues; selecting, analyzing, and tracking costs; production costing methods: job order, process, standard costs, by-product, and joint costing. Requires experience with Windows, and prior completion of an introductory course in Word, and introductory and intermediate courses in Excel. (Prerequisite: 10-101-120, Accounting 2)

**10-101-142 ACCOUNTING-MANAGERIAL** ...cost behavioral patterns, cost-volume-profit relationships, segment reporting, profit planning, budgets and overhead analysis, decentralized operations, pricing decisions, capital investment decisions, and service department costing. (Prerequisite: 10-101-134, Accounting-Cost)

### 10-101-143 ACCOUNTING-GOVERNMENTAL & NONPROFIT

...use fundamental knowledge for understanding the operation of governmental and nonprofit entities, their accounting, and financial reporting practices and the standards that shape their accounting and financial reporting systems. (Prerequisite: 10-101-120, Accounting 2)

**10-101-151 ACCOUNTING-PAYROLL** ...payroll and personnel records, social security, withholding tax, unemployment compensation, time sheets and time-keeping records, and legal aspects of payroll. (Prerequisite: 10-101-110, Accounting 1 OR 10-101-101 Accounting Principles)

**10-101-152 ACCOUNTING-BUSINESS TAX** ...learners will be introduced to federal tax laws as they apply to business entities and will prepare business income tax returns. (Prerequisite: 10-101-154, Accounting-Personal Tax)

**10-101-153 ACCOUNTING-COMPUTERIZED TAX** ...learners will prepare individual income tax returns using a commercial software package. Requires completion of the Accounting-Personal Tax course. (Prerequisite: 10-101-154, Accounting-Personal Tax)

**10-101-154 ACCOUNTING-PERSONAL TAX** ...history and research of tax law and regulations; preparation of Federal individual income taxes including forms 1040, 1040A, and 1040EZ, and supporting schedules and forms.

**10-101-156 ACCOUNTING-AUTOMATED APPLICATIONS** ...Windows, file management, worksheet applications, database applications, macros, evaluation of accounting software, installation of software, and conversion of manual accounting system to a computerized system. (Prerequisites: 10-101-120, Accounting 2; 10-101-105, Accounting-Computer Ledger; 10-103-121, Micro: Word-Intro)

**10-101-189 ACCOUNTING-APPLYING QUICKBOOKS** ...learners will be introduced to basic and advanced features of Quickbooks and will apply skills in realistic business simulations including creating accounts, invoicing, budgeting, preparing statements, journaling and graphing.

**10-103-121 MICRO: WORD-INTRODUCTION** ...word processing basics including creating, revising, formatting, and printing; sections, tabs, multiple-page numbering; manipulating text; creating headers/footers; creating and formatting tables, graphics, creating charts; applying styles; and merging documents. Requires Windows experience.

### 10-103-131 MICRO: EXCEL-INTRODUCTION

...creating a worksheet, enhancing worksheet appearance, moving and copying data, using formulas and functions, creating charts and using clip art. Requires Windows experience.

**10-103-132 MICRO: EXCEL-PART 2** ...advanced formatting techniques and functions, working with templates, collaborating with multiple Excel users, Excel's database features and analysis tools. Requires prior completion of Excel Intro.

**10-104-109 CREDIT POLICIES AND PROCEDURES** ...credit/collection policies, procedures, and law, credit investigations, evaluate credit worthiness, support credit decisions, create credit forms, fraud, bankruptcy, techniques to control and manage accounts receivable.