



**Program Code 10-101-1**  
**Expected Program Costs: \$11,200**  
**Median Annual Salary: \$30,000**

## OVERVIEW

According to the Bureau of Labor Statistics, careers in accounting are expected to grow faster than average through 2016. The Bureau estimates over 200,000 accounting jobs will arise in the next decade. An increase in the number of businesses, changing financial laws and corporate governance regulations and increased accountability for protecting an organization's stakeholders will drive growth. (<http://www.bls.gov/oco/ocos001.htm#outlook>)

The Accounting program provides the educational background and training required for entry positions in business, industry and public accounting firms. Job experience and continuing education provide the necessary qualifications for advanced positions in the field of accounting.

This program has credit transfer agreements with UW-Platteville, UW-Stout, Capella University, Franklin University, Lakeland College, Milwaukee School of Engineering, Silver Lake University and Upper Iowa University.

The Accounting program is offered at the Adams County Center and the Marshfield, Stevens Point and Wisconsin Rapids campuses.

## PROGRAM OUTCOMES

Employers will expect you, as an Accounting graduate, to be able to:

- Process financial transactions throughout the accounting cycle
- Analyze financial and business info to support planning and decision-making
- Perform payroll preparation, reporting and analysis tasks
- Perform cost accounting preparation, reporting and analysis tasks
- Perform 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
- Design an accounting system for a business

## CAREER OPTIONS

Accounting Assistant  
Accounts Receivable Specialist  
Accounts Payable Specialist  
Cost Accountant  
Financial Accountant  
Information Systems Assistant  
Junior Accountant  
Payroll Accountant

## POTENTIAL FOR ADVANCEMENT

Comptroller  
Department Manager  
Entrepreneur  
Information Systems Specialist  
Internal Auditor  
Office Manager  
Payroll Coordinator  
Public Accountant  
Senior Accountant  
Tax Accountant

*Potential advancement generally requires further education.*

## ADMISSIONS PROCEDURES

To apply to the Accounting program, please submit the following documents to the MSTC Admissions Office:

1. Complete an MSTC application form and return it with the \$30 non-refundable application fee.
2. Complete the Accuplacer or ACT test.  
Minimum scores required:
  - Reading-Accuplacer score of 55
  - Sentence Skills-Accuplacer score of 60
  - Math-Accuplacer score of 34
  - ACT equivalents for above scores are acceptable.

If a student does not meet the required test scores, they may retest or complete an identified structured course(s) in the Academic Support Center.

- Written Communication, courses in mathematics and some science courses have placement requirements. Please refer to the course description section in the back of the catalog, listed under General Education, for course specific information.
3. Submit an official copy of all academic transcripts, including high school, college or university and HSED/GED.

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**Mid-State Technical College  
Admissions  
500 32nd Street North  
Wisconsin Rapids, WI 54494**

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**PROGRAM COURSE DESCRIPTIONS**

**10101111 // 4 credits  
Accounting I**

A beginning course designed especially for majors or those who need a strong foundation in accounting principles. Develops the accounting cycle of journalizing, posting, adjusting, closing and reporting. It emphasizes service and merchandising sole proprietorships in developing the accounting cycle. Explores issues for accounting for cash, accounts and notes receivable, inventories, fixed assets and liabilities.

**10101113 // 4 credits  
Accounting II**

Studies accounting procedures for partnerships and corporations. Issues involving incorporation are reviewed. Accounting procedures for corporate stock, dividends, retained earnings, bonds and long-term investments are presented. Analysis of financial statements is introduced and statements of cash flows are prepared.  
*Prerequisite: Accounting I 10101111*

**10101115 // 4 credits  
Accounting III**

Builds on accounting concepts in Accounting I and II, and details the accounting for assets using generally accepted accounting principles, incorporates the time value of money and defends the role of the Financial Accounting Standards Board.  
*Prerequisite: Accounting II 10101113*

**10101117 // 4 credits  
Accounting IV**

Examines accounting issues and the application of generally accepted accounting principles to those issues. Some issues examined are liabilities, long-term financing, capital stock issues, revenue recognition, capital leases, deferred taxes, earnings per share and accounting changes.  
*Prerequisite: Accounting III 10101115*

**10101120 // 3 credits  
Payroll Accounting**

Develops a working knowledge of payroll legislation, payroll records and payroll accounting. Payroll accounting is accomplished through manual methods and automated methods.  
*Corequisites: Accounting I 10101111 and Microsoft Office-Introduction 10103106*

**10101123 // 3 credits  
Income Tax Accounting**

Applies current tax laws in preparing individual tax returns and supporting forms and schedules.  
*Prerequisite: Accounting I 10101111*

**10101125 // 3 credits  
Cost Accounting**

Accumulates production costs for materials, labor and overhead for job order or process costing systems. Determines and records variances from standard. Computes various cost-volume-profit relationships for control and decision-making.  
*Prerequisite: Accounting II 10101113*

**10101128 // 3 credits  
Managerial Accounting**

Develops managerial and finance analytical and decision-making skills. Develops an appreciation of the financial statements as a framework for controlling the activities of a business entity, the ability to do financial statement analysis and forecasting, and make recommendations for appropriate courses of action based on the results. Examines the methodology and develops the skills to manage leverage, working capital, and long-term financing. Examines the American financial system and how the business entity functions within it. Develops an appreciation for the skills needed to determine the time value of money. Prepares cash flow, operating, and capital budgets.  
*Prerequisite: Accounting II 10101113*

**CURRICULUM**

Term		(16 credits)
10101111	Accounting I	4
10101120	Payroll Accounting	3
10102101	Intro to Business	3
10103106	Microsoft Office-Introduction	3
10801195	Written Communication	3

Term		(19 credits)
10101113	Accounting II	4
10101123	Income Tax Accounting	3
10101129	Accounting: Computerized	3
10102103	Business Law & Ethics -or-	
10105160	Business Law	3
10801196	Oral/Interpersonal Communication -or-	
10801198	Speech	3
10804107	College Mathematics	3

Term		(16 credits)
10101115	Accounting III	4
10101128	Managerial Accounting	3
10101131	Governmental Accounting	3
10809144	Macroeconomics	3
10809122	Intro to American Government -or-	
10809172	Race, Ethnic & Diversity Studies -or-	
10809196	Intro to Sociology	3

Term		(16 credits)
10101117	Accounting IV	4
10101125	Cost Accounting	3
10101130	Accounting Systems	3
10809143	Microeconomics	3
10809188	Developmental Psychology -or-	
10809198	Intro to Psychology	3

**Total Credits 67**

Please Note:

- The Accounting program has August and January start dates. We advise you to meet with an academic advisor or counselor to successfully plan your academic schedule.
- This curriculum sequence is only for student planning. Actual student schedules will vary depending on course availability.
- Degree completion time may vary based on student scheduling and course availability.
- For General Education course descriptions (800 level), see section marked under Course Descriptions.

**10101129 // 3 credits****Accounting: Computerized**

Uses the computer as a tool to reinforce and build on accounting concepts, prepares financial statements and managerial reports, produces business documents, and accounts for service and merchandising business entities.

*Prerequisites: Accounting I 10101111 and Beginning Excel 10103123 or Microsoft Office-Introduction 10103106*

**10101130 // 3 credits****Accounting Systems**

Designs management and accounting information systems for service, merchandising and manufacturing business entities including data collection, data processing, data storage, information distribution and internal controls; prepares oral and written reports; and produces individual and group projects.

*Prerequisite: Accounting II 10101113*

**10101131 // 3 credits****Governmental Accounting**

The basic concepts, techniques and terminology of fund accounting as utilized by governmental entities are emphasized. Institutional accounting for educational institutions and hospitals, and the uniqueness of accounting for not-for-profit organizations and agencies, are also studied.

*Prerequisite: Accounting II 10101113*

**10102101 // 3 credits****Intro to Business**

An introduction to what a business is, how it operates, and how it is managed. Students will identify forms of ownership and the processes used in production and marketing, finance, personnel and management in business operations.

**10102103 // 3 credits****Business Law & Ethics**

This course will introduce the student to basic ethical theories and value systems; students will apply these perspectives to moral issues, problems, situations which arise within the business environment. Emphasis will be placed on how the applicable laws are being interpreted.

**10103106 // 3 credits****Microsoft Office-Introduction**

Develops introductory skills in the Microsoft Office Suite (Word, Excel, Access, PowerPoint, and Outlook) while reinforcing the students' knowledge of computer concepts, Windows Explorer and Internet usage through demonstrations and lab exercises. Students should possess basic keyboarding, mouse and Windows XP skills. Students may develop these skills in Academic Support Center computer training prior to enrolling or while concurrently enrolled in the Microsoft Office-Introduction course.

**10105160 // 3 credits****Business Law**

Examines the classifications of law, elements of legal contracts, and business applications. Negotiable instruments, sales and bailment contracts, principal-agent relations, and real estate law are also explained. Ethical practices are emphasized rather than narrow, legal definitions.