



# ACCOUNTING

## Associate in Applied Science (AAS) Program Code: 10-101-1 Total Credits: 60

Mid-State's Accounting program is ideal for students with strong logic and attention to detail. Graduates are prepared for entry-level positions in exciting business and industry settings as well as public accounting firms. The program provides stimulating cooperative learning activities, some taking you outside the classroom for real-world experience. Class activities include hands-on income tax and payroll projects, computerized simulations, and guest lectures.

**Estimated tuition and fees:** [mstc.edu/programcosts](http://mstc.edu/programcosts)

### ACADEMIC ADVISOR

To schedule an appointment with an academic advisor, call 715.422.5300. Academic advisors will travel to other campuses as necessary to accommodate student needs. For more information about advising, visit [mstc.edu/advising](http://mstc.edu/advising).

### NEW STUDENT CHECKLIST

Complete the following steps to prepare for your New Student Advising appointment with your academic advisor:

- Submit a Mid-State application at [mstc.edu/apply](http://mstc.edu/apply).
- Send official transcripts to:  
Mid-State Technical College  
Student Services  
1001 Centerpoint Drive  
Stevens Point, WI 54481
- Complete the Free Application for Federal Student Aid (FAFSA) at [fafsa.gov](http://fafsa.gov). Mid-State's Financial Aid team is available to assist with your FAFSA application and to answer your financial aid questions. Contact Financial Aid or schedule an appointment at [mstc.edu/financial-aid](http://mstc.edu/financial-aid).
- Set up student MyCampus account at [mstc.edu/mycampus-assistance](http://mstc.edu/mycampus-assistance).
- Schedule a New Student Advising appointment at [mstc.edu/advising](http://mstc.edu/advising).



[mstc.edu](http://mstc.edu) • 888.575.6782 • TTY: 711



**ADAMS CAMPUS**  
401 North Main  
Adams, WI 53910

**MARSHFIELD CAMPUS**  
2600 West 5th Street  
Marshfield, WI 54449

**STEVENS POINT  
DOWNTOWN CAMPUS**  
1001 Centerpoint Drive  
Stevens Point, WI 54481

**WISCONSIN RAPIDS CAMPUS**  
500 32nd Street North  
Wisconsin Rapids, WI 54494

# CAREER PATHWAY • BEGIN AT ANY POINT

HIGH SCHOOL STUDENT

COLLEGE TRANSFER

RETURNING ADULT

## CREDIT FOR PRIOR LEARNING AND EXPERIENCE

### CREDIT FOR PRIOR LEARNING AND EXPERIENCE

- Certifications and Licenses
- High School Credit
- Military Experience
- National/Standardized Exams
- Transfer Credit
- Work and Life Experience

Learn about Credit for Prior Learning at [mstc.edu/cpl](https://mstc.edu/cpl).

## CERTIFICATE

### PAYROLL FOUNDATIONS

Certificate • 6 Credits

### TAX PREPARATION

Certificate • 6 Credits

### QUICKBOOKS & OFFICE ESSENTIALS

Certificate • 6 Credits

For more information and additional opportunities, visit [mstc.edu/career-accelerator](https://mstc.edu/career-accelerator).

## TECHNICAL DIPLOMA

### ACCOUNTING ASSISTANT

Technical Diploma • 27 Credits

#### Start Your Career

- Accounting Technician
- Auditing Clerk
- Bookkeeper

## ASSOCIATE IN APPLIED SCIENCE (AAS)

### ACCOUNTING

Associate in Applied Science (AAS) • 60 Credits

#### Start Your Career

- Accountant
- Accounting Assistant
- Accounts Receivable/Payable Specialist

## BACHELOR'S DEGREE

### BACHELOR'S DEGREE OPTIONS

For those interested in continuing their education, Mid-State offers transfer agreements with various four-year colleges and universities. For more information and additional opportunities, visit [mstc.edu/transfer](https://mstc.edu/transfer).

**OUTCOMES**

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

- Process financial transactions throughout the accounting cycle.
- Evaluate financial information to support decision making.
- Process payroll.
- Perform cost accounting tasks.
- Perform income tax accounting tasks.
- Apply internal controls to reduce risk.
- Manage accounting data through advanced spreadsheet applications.

**TECHNICAL SKILLS ATTAINMENT**

The Wisconsin Technical College System (WTCS) has implemented a requirement that all technical colleges measure outcomes attained by students. This requirement is called Technical Skills Attainment (TSA). The main objective of TSA is to ensure graduates have the technical skills needed by employers. Students will be notified in the syllabus when TSA outcomes are being assessed.

**NOTES:**

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**STUDENT HANDBOOK**

Visit [mstc.edu/studenthandbook](http://mstc.edu/studenthandbook) to view Mid-State’s student handbook, which contains information about admissions, enrollment, appeals processes, services for people with disabilities, financial aid, graduation, privacy, Mid-State’s Student Code of Conduct, and technology.

**GRADUATION REQUIREMENT**

The GPS for Student Success course is required for all Mid-State program students and is recommended to be completed before obtaining 12 credits. (Not counted in the total credit value for this program.) Some students are exempt from this requirement. Please see your program advisor for more information.

**GPS for Student Success**

**10890102 ..... 1 credit**  
 Integrate necessary skills for student success by developing an academic plan, identifying interpersonal attributes for success, adopting efficient and effective learning strategies, and utilizing Mid-State resources, policies, and processes. This course is recommended to be completed prior to obtaining 12 credits and is a graduation requirement unless you receive an exemption from your program advisor.

**ADDITIONAL COURSES AS NEEDED**

The following courses may be recommended or required if the student does not achieve minimum Accuplacer scores.

**College Reading and Writing 1**

**10831104 ..... 3 credits**  
 Provides learners with opportunities to develop and expand reading and writing skills to prepare for college-level academic work. Students will employ critical reading strategies to improve comprehension, analysis, and retention of texts. Students will apply the writing process to produce well-developed, coherent, and unified written work.

**Pre-Algebra**

**10834109 ..... 3 credits**  
 Provides an introduction to algebra. Includes operations on real numbers, solving linear equations, percent and proportion, and an introduction to polynomials and statistics. Prepares students for elementary algebra and subsequent algebra-related courses.

## SAMPLE FULL-TIME CURRICULUM OPTION

|                         |   |                   |
|-------------------------|---|-------------------|
| <b>Term</b>             |   | <b>15 credits</b> |
| 1010120                 | Payroll Accounting ☑                            | 3                 |
| 1010140                 | Accounting 1 ☑                                  | 3                 |
| 10102101                | Intro to Business ☑                             | 3                 |
| 10103106                | Microsoft Office-Introduction ☑                 | 3                 |
| 10801195                | Written Communication ☑ <b>-OR-</b>             |                   |
| 10801136                | English Composition 1 ☑                         | 3                 |
| <b>Term</b>             |   | <b>15 credits</b> |
| 10101106                | Excel for Accounting                            | 3                 |
| 10101123                | Income Tax Accounting ☑                         | 3                 |
| 10101129                | QuickBooks Applications                         | 3                 |
| 10101142                | Accounting 2 ☑                                  | 3                 |
| 10804107                | College Mathematics ☑ <b>-OR-</b>               |                   |
| 10804189                | Introductory Statistics ☑                       | 3                 |
| <b>Term</b>             |   | <b>15 credits</b> |
| 10101110                | Intermediate Accounting 1                       | 3                 |
| 10101128                | Managerial Finance                              | 3                 |
| 10101141                | Business Taxation                               | 3                 |
| 10102104                | Business Law ☑ <b>-OR-</b>                      |                   |
| 10102110                | Employment Law                                  | 3                 |
| 10809195                | Economics ☑                                     | 3                 |
| <b>Term</b>             |   | <b>15 credits</b> |
| 10101125                | Cost and Managerial Accounting                  | 3                 |
| 10101158                | Accounting Capstone <b>-OR-</b>                 |                   |
| 10101159                | Accounting Internship                           | 3                 |
| 10801198                | Speech ☑ <b>-OR-</b>                            |                   |
| 10801196                | Oral/Interpersonal Communication ☑              | 3                 |
| 10809122                | Intro to American Government ☑ <b>-OR-</b>      |                   |
| 10809172                | Introduction to Diversity Studies ☑ <b>-OR-</b> |                   |
| 10809196                | Intro to Sociology ☑                            | 3                 |
| 10809198                | Intro to Psychology ☑ <b>-OR-</b>               |                   |
| 10809188                | Developmental Psychology ☑                      | 3                 |
| <b>Total credits 60</b> |   |                   |

☑ This course has options available to receive credit for prior learning (CPL) or work experience. Visit the website at [mstc.edu/cpl](http://mstc.edu/cpl) or contact your advisor for details.

Please Note:

- This curriculum sequence is only for student planning. Actual student schedules will vary depending on course availability.
- This program is offered online and classes are in an 8-week format.
- Program completion time may vary based on student scheduling and course availability. For details, go to [mstc.edu/schedule](http://mstc.edu/schedule).

## SAMPLE PART-TIME CURRICULUM OPTION

|                         |   |                  |
|-------------------------|---|------------------|
| <b>Term</b>             |   | <b>6 credits</b> |
| 10101140                | Accounting 1 ☑                                  | 3                |
| 10103106                | Microsoft Office-Introduction ☑                 | 3                |
| <b>Term</b>             |   | <b>9 credits</b> |
| 10101129                | QuickBooks Applications                         | 3                |
| 10101142                | Accounting 2 ☑                                  | 3                |
| 10801195                | Written Communication ☑ <b>-OR-</b>             |                  |
| 10801136                | English Composition 1 ☑                         | 3                |
| <b>Term</b>             |   | <b>9 credits</b> |
| 10101120                | Payroll Accounting ☑                            | 3                |
| 10102101                | Intro to Business ☑                             | 3                |
| 10804107                | College Mathematics ☑ <b>-OR-</b>               |                  |
| 10804189                | Introductory Statistics ☑                       | 3                |
| <b>Term</b>             |   | <b>6 credits</b> |
| 10101106                | Excel for Accounting                            | 3                |
| 10101123                | Income Tax Accounting ☑                         | 3                |
| <b>Term</b>             |   | <b>6 credits</b> |
| 10101110                | Intermediate Accounting 1                       | 3                |
| 10102104                | Business Law ☑ <b>-OR-</b>                      |                  |
| 10102110                | Employment Law                                  | 3                |
| <b>Term</b>             |   | <b>9 credits</b> |
| 10101125                | Cost and Managerial Accounting                  | 3                |
| 10801198                | Speech ☑ <b>-OR-</b>                            |                  |
| 10801196                | Oral/Interpersonal Communication ☑              | 3                |
| 10809198                | Intro to Psychology ☑ <b>-OR-</b>               |                  |
| 10809188                | Developmental Psychology ☑                      | 3                |
| <b>Term</b>             |   | <b>9 credits</b> |
| 10101124                | Business Taxation                               | 3                |
| 10101128                | Managerial Finance                              | 3                |
| 10809195                | Economics ☑                                     | 3                |
| <b>Term</b>             |   | <b>6 credits</b> |
| 10101158                | Accounting Capstone <b>-OR-</b>                 |                  |
| 10101159                | Accounting Internship                           | 3                |
| 10809122                | Intro to American Government ☑ <b>-OR-</b>      |                  |
| 10809172                | Introduction to Diversity Studies ☑ <b>-OR-</b> |                  |
| 10809196                | Intro to Sociology ☑                            | 3                |
| <b>Total credits 60</b> |   |                  |

### MULTIPLE MEASURES

**Multiple Measures Writing (MMW):** High school GPA of 2.6 and successful completion of 2.0 credits of high school writing courses with a "C" or better

**Multiple Measures Math 1 (MMM\_1):** High school GPA of 2.6 and successful completion of 1.0 credits of high school math (Algebra 1 or equivalent) with a "C" or better

**Multiple Measures Science 1 (MMS\_1):** High school GPA of 2.6 and successful completion of 1.0 credits of high school lab science course with a "C" or better

**Multiple Measures Reading (MMR):** High school GPA of 2.6 and successful completion of 2.0 credits of high school literature courses with a "C" or better

**Multiple Measures Math 2 (MMM\_2):** High school GPA of 2.6 and successful completion of 2.0 credits of high school math including Algebra 1 and Algebra 2 with a "C" or better

**Multiple Measures Science 2 (MMS\_2):** High school GPA of 2.6 and successful completion of 1.0 credits of high school chemistry with a "C" or better

*Past high school and college transcripts are used in making course placement decisions.*

# COURSE DESCRIPTIONS

## Accounting 1

**10101140.....3 credits**

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

## Accounting 2

**10101142.....3 credits**

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 1 10101140*

## Accounting Capstone

**10101158.....3 credits**

This project based course gives students the opportunity to demonstrate technical competency in areas covered in program courses. Financial accounting, management accounting, payroll accounting, and tax accounting are used. The project simulates many of the tasks students are expected to perform as accounting professionals.

*Prerequisite: Minimum of 21 credits of 101 program courses.*

## Accounting Internship

**10101159.....3 credits**

Opportunity for students to apply accounting or business skills in a real-life business environment. Activities may include working with accounts receivable and accounts payable, bank and account reconciliations, accounts payable preparation, spreadsheet work and development, preparing and analyzing financial reports, tax return preparation, processing payroll, job costing, general ledger accounting, and other business-related duties as requested by the employer.

*Prerequisites: Intermediate Accounting 1 10101110, QuickBooks Applications 10101129, Income Tax Accounting 10101123, Payroll Accounting 10101120, and Instructor Consent*

## Business Law

**10102104.....3 credits**

Introduces the basic foundation of laws and regulatory systems applicable to the business environment. Students examine the UCC, contract torts, agency law, and business and cybercrime. Students apply business legal theory in conjunction with ethical decision making through practical application.

## Business Taxation

**10101141.....3 credits**

A study of federal income taxation as applicable to C corporations, S corporations, limited liability companies, partnerships, estates and trusts. Both taxable entities and flow-through entities will be considered. Specific attention will be given to general concepts, tax return form preparation, and research.

## College Mathematics

**10804107.....3 credits**

This course is designed to review and develop fundamental concepts of mathematics in the areas of algebra, geometry, trigonometry, measurement and data. Algebra topics emphasize simplifying algebraic expressions, solving linear equations and inequalities with one variable, solving proportions and percent applications. Geometry and trigonometry topics include; finding areas and volumes of geometric figures, applying similar and congruent triangles, applying Pythagorean Theorem, and solving right triangles using trigonometric ratios. Measurement topics emphasize the application of measurement concepts and conversion techniques within and between U.S. customary and metric system to solve problems. Data topics emphasize data organization and summarization skills, including: frequency distributions, central tendency, relative position and measures of dispersion. Special emphasis is placed on problem solving, critical thinking and logical reasoning, making connections, and using calculators.

*Prerequisite: High School GPA of 2.6 and MMM\_1 or Accuplacer Arithmetic of 250 and QAS 234 or ACT Math score of 17 or Pre-Algebra 10834109 with a "C" or better*

## Cost and Managerial Accounting

**10101125.....3 credits**

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 2 10101142*

## Developmental Psychology

**10809188.....3 credits**

Studies human development throughout the lifespan and explores developmental theory and research with an emphasis on the interactive nature of the biological, cognitive, and psychosocial changes that affect the individual from conception to death. Application activities and critical thinking skills enable students to gain an increased knowledge and understanding of themselves and others.

*Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English*

## Economics

**10809195.....3 credits**

Provides an overview of how a market-oriented economic system operates and surveys the factors that 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.

*Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English*

# COURSE DESCRIPTIONS

## Employment Law

**10102110.....3 credits**

Introduces a broad scope of employment laws and provides the opportunity to apply these laws to the employment arena. Includes laws relating to anti-discrimination, including the Civil Rights Act, ADEA, and ADA; wage and hour regulation, including FLSA; employer-provided pensions, including ERISA; health insurance, including COBRA and ACA; and unemployment and worker's compensation insurance.

## English Composition 1

**10801136 .....3 credits**

Learners develop and apply skills in all aspects of the writing process. Through a variety of learning activities and written documents, learners employ rhetorical strategies, plan, organize and revise content, apply critical reading strategies, locate and evaluate information, integrate and document sources, and apply standardized English language conventions.

*Prerequisite: High School GPA of 2.6 and MMW or Accuplacer Writing of 262 or ACT English score of 20 or completion of College Reading and Writing 1 10831104 with a "C" or better*

## Excel for Accounting

**10101106.....3 credits**

Microsoft Excel is a vital tool for many accounting tasks. This course covers basic and advanced features within Excel and relates them to various accounting tasks. Using Excel, students will perform accounting tasks and will experience the gathering, analysis, and reporting of accounting data.

*Prerequisites: Accounting 1 10101140 and Microsoft Office-Introduction 10103106 or Excel-Beginning 10103123*

## Income Tax Accounting

**10101123 .....3 credits**

Applies current tax laws in preparing individual tax returns and supporting forms and schedules.

## Intermediate Accounting 1

**10101110.....3 credits**

This course builds upon financial accounting concepts covered in Accounting 1 and Accounting 2. Topics include the conceptual framework as the basis of developing accounting guidance, multi-purpose financial statements, short and long-term assets, time value of money concepts, revenue recognition, and an overview of auditing concepts.

*Prerequisite: Accounting 2 10101142*

## Intro to American Government

**10809122.....3 credits**

Introduces American political processes and institutions. 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. Explores the role of the media, interest groups, political parties, and public opinion in the political process. Also explores the role of state and national government in our federal system.

*Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English*

## Intro to Business

**10102101.....3 credits**

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

## Intro to Psychology

**10809198 .....3 credits**

This science of psychology course is a survey of multiple aspects of behavior and mental processes. It provides an overview of topics such as research methods, theoretical perspectives, learning, cognition, memory, motivation, emotions, personality, abnormal psychology, physiological factors, social influences, and development.

*Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English*

## Intro to Sociology

**10809196 .....3 credits**

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

*Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English*

## Introduction to Diversity Studies

**10809172.....3 credits**

This course introduces the study of diversity from a local to a global perspective using a holistic, interdisciplinary approach that encourages exploration and prepares students to work in a diverse environment. The course introduces basic diversity concepts, examines the impact of bias and power differentials among groups, explores the use of culturally responsive communication strategies, and compares forces that shape diversity in an international context.

*Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English*

## Introductory Statistics

**10804189 .....3 credits**

Students taking Introductory Statistics display data with graphs, describe distributions with numbers, perform correlation and regression analyses, and design experiments. They use probability and distributions to make predictions, estimate parameters, and test hypotheses. They draw inferences about relationships including ANOVA. Algebra knowledge and foundational skills in mathematics are important for success in this course.

*Prerequisite: High School GPA of 2.6 and MMM\_2 or Accuplacer QAS 241 or ACT Math score of 19 or Pre-Algebra 10834109 or College Math 10804107 with a "C" or better*



# COURSE DESCRIPTIONS

## **Managerial Finance**

**10101128 .....3 credits**

Focuses on the corporate finance function including role of corporate finance professionals, time value of money, cost of capital, valuation, capital structure, and capital budgeting issues. Students will also be introduced to capital budgeting analysis, cost-volume-profit analysis, profit planning, and differential analysis.

*Prerequisite: Accounting 1 10101140*

## **Microsoft Office Introduction**

**10103106 .....3 credits**

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 web usage. This course prepares students for the Associate level MOS Certification exams for Word, Excel, PowerPoint, and Outlook. Students should possess basic keyboarding, mouse, and Windows 10 skills. Students may develop these skills in the Academic Learning Center while concurrently enrolled in this course.

## **Oral/Interpersonal Communication**

**10801196 .....3 credits**

Focuses on developing effective listening techniques and verbal and nonverbal communication skills through oral presentation, group activity, and other projects. The study of self, conflict, and cultural contexts will be explored, as well as their impact on communication.

*Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English*

## **Payroll Accounting**

**10101120 .....3 credits**

Develops a working knowledge of payroll legislation, payroll records, and payroll accounting. Payroll accounting is accomplished through manual methods and automated methods.

*Corequisite: Microsoft Office-Introduction 10103106*

## **QuickBooks Applications**

**10101129 .....3 credits**

Uses the computer as a tool to reinforce and build on accounting concepts. Students prepare financial statements and managerial reports, produce business documents, and account for service and merchandising business entities.

## **Speech**

**10801198 .....3 credits**

Explores the fundamentals of effective oral presentation to small and large groups. Topic selection, audience analysis, methods of organization, research, structuring evidence and support, delivery techniques, and other essential elements of speaking successfully, including the listening process, form the basis of this course. Includes informative, persuasive, and occasion speech presentations.

*Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 253 and Writing of 262 or ACT of 21 Reading/19 English or completion of College Reading and Writing 1 10831104 with a "C" or better*

## **Written Communication**

**10801195 .....3 credits**

Develops writing skills which include prewriting, drafting, revising, and editing. A variety of writing assignments are designed to help the learner analyze audience and purpose, research and organize ideas, and format and design documents based on subject matter and content. Also develops critical reading and thinking skills through the analysis of a variety of written documents.

*Prerequisite: High School GPA of 2.6 and MMW or Accuplacer Writing of 262 or ACT English score of 20 or completion of College Reading and Writing 1 10831104 with a "C" or better*