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Accounting Program

Course Curriculum

Semester 1: (Fall in-person, Spring online) (Tuition: \$2,620)

| Course # | Course Title | Credits |
|--|----------------------------------|---------|
| 10-101-111 | Accounting 1 | 4 |
| Credits: 4 Lecture Hours: 36 Lab Hours: 72 Students learn accounting concepts and principles in a logical step-by-step manner. Students will do extensive problem work. Students focus on accounting for both service and merchandising businesses. | | |
| 10-101-117 | Taxes 1 | 3 |
| Credits: 3 Lecture Hours: 36 Lab Hours: 36 Students learn basic federal and state tax law as it relates to individuals, including learning to research technical topics and use tax resource materials. Students will apply their knowledge by preparing tax returns using both manual and computerized preparation methods. | | |
| 10-103-105 | Beginning Microsoft Word | 1 |
| Credits: 1 Lecture Hours: 18 This course is an introduction to Microsoft Word. Students will create, edit, and format documents while using the built-in proofing tools. Other topic areas covered include text, paragraph, & document formatting as well as working with graphics in documents. Basic experience with Windows is assumed. | | |
| 10-103-106 | Beginning Microsoft Excel | 1 |
| Credits: 1 Lecture Hours: 18 This course is an introduction to Microsoft Excel. Students will learn the basic features to produce basic worksheets and charts. Other topic areas covered include formatting, formulas, built-in functions used to design functional worksheets to solve business problems. Basic experience with Windows is assumed. | | |
| 10-103-118 | Intermediate Microsoft Excel | 1 |
| Credits: 1 Lecture Hours: 18 This course introduces intermediate level features of Microsoft Excel. Students will learn to use relative & absolute reference formulas and functions, manage workbooks using multiple worksheets, create custom templates and use pivot tables effectively. | | |
| 10-801-196 | Oral/Interpersonal Communication | 3 |
| Credits: 3 Lecture Hours: 54 Students demonstrate competency in speaking, verbal and nonverbal communication, and listening skills through individual presentations, group activities and other projects. | | |
| 10-809-199 | Psychology of Human Relations | 3 |

Credits: 3 Lecture Hours: 54

Students explore the relationship between the general principles of psychology and our everyday lives. Students are given the opportunity to achieve a deepened sense of awareness of themselves and others. This understanding enables students to improve their relationship with others at work, in the family, and in society.

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Semester 2: (Spring in-person, Fall online) (Tuition: \$2,780)

| Course # | Course Title | Credits |
|-----------------|---------------------|----------------|
| 10-101-112 | Accounting 2 | 4 |

Credits: 4 Lecture Hours: 36 Lab Hours: 72

Students expand upon basic accounting concepts and principles developed in Accounting I and relate them to the accounting for notes receivable, fixed assets, investments, liabilities, partnerships, limited liability companies, and corporations. Students will learn to prepare the statement of cash flows and perform financial statement analysis. Prerequisite: Accounting 1 (10-101-111) OR Accounting 1, Part 2, (10-101-102)

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| 10-101-121 | Advanced Accounting Spreadsheets | 3 |
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Credits: 3 Lecture Hours: 36 Lab Hours: 36

Students will plan, create, format, and modify Microsoft Excel worksheets for accounting applications. Students will use the software to apply mathematical and statistical commands, apply functions, and create and modify pivot tables, and graphs. Pre-requisites: Beginning Microsoft Excel (10-103-106) Co-requisite: Accounting 2 (10-101-112) Prerequisites: Beginning Microsoft Excel (10-103-106) Corequisites: Accounting 2 (10-101-112)

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| 10-101-123 | Payroll Applications | 2 |
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Credits: 2 Lecture Hours: 18 Lab Hours: 36

Students identify federal and state laws affecting payroll, and determine coverage for FICA, federal and state income tax, and unemployment taxes. Students complete payroll tax forms, journal entries, and a comprehensive practice set. Prerequisites: Accounting 1 (10-101-111) or Accounting 1, Part 1 (10-101-101)

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| 10-101-127 | QuickBooks | 1 |
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Credits: 1 Lecture Hours: 0 Lab Hours: 36

Students develop a basic understanding of a computerized accounting system while working with QuickBooks Pro accounting software. Students will set up service and merchandising businesses, record customer, vendor, inventory, general ledger, and payroll transactions, and generate financial reports. It is highly recommended that students have taken Accounting 1 Part 1 (10-101-101) or Accounting 1 (10-101-111) in order to be successful in this class.

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| 10-102-133 | Career Planning in Business | 1 |
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Credits: 1 Lecture Hours: 18

Students will develop strategies to secure employment and make career decisions. Topics include: career research, goal setting, preparation of employment-related correspondence, professional profile development, and effective employment interviewing skills.

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| 10-801-136 | English Composition 1 | 3 |
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Credits: 3 Lecture Hours: 54

This course is designed for learners to develop knowledge and skills in all aspects of the writing process. Planning, organizing, writing, editing and revising are applied through a variety of activities. Students will analyze audience and purpose, use elements of research and format documents using standard guidelines. Individuals will develop critical reading skills through analysis of various written documents.

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| 10-804-123 | Math with Business Applications * OR * | |
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Semester 4: (Spring in-person, Fall online) (Tuition: \$2,610)

| Course # | Course Title | Credits |
|--|-----------------------------------|----------------|
| 10-101-114 | Accounting 4 | 4 |
| Credits: 4 Lecture Hours: 36 Lab Hours: 72 Students study the noncurrent asset, liability, and stockholders' equity sections of the balance sheet. Students complete a comprehensive practice set to further develop an understanding of financial accounting concepts. Prerequisite: Accounting 2 (10-101-112) | | |
| 10-101-118 | Taxes 2 | 3 |
| Credits: 3 Lecture Hours: 36 Lab Hours: 36 Students learn basic federal, state, and local tax law as it relates to corporations, partnerships, estates, trusts, and exempt organizations. Students will learn to apply their knowledge by preparing tax returns using both manual and computerized preparation methods. | | |
| 10-101-124 | Accounting Systems and Procedures | 3 |
| Credits: 3 Lecture Hours: 36 Lab Hours: 36 The learner will examine the systems development life cycle including systems principles and internal controls. They will then apply these principles and controls to various systems analysis, designs, and implementation projects. Pre-requisites: Accounting 2 (10-101-112), Beginning Microsoft Excel (10-103-106) Prerequisites: Accounting 2 (10-101-112) and Beginning Microsoft Excel (10-103-106) | | |
| 10-801-197 | Technical Reporting | 3 |
| Credits: 3 Lecture Hours: 54 Students prepare and present oral and written technical reports. Students create, but are not limited to the following reports: lab and field reports, proposals, technical letters and memos, technical research reports, case studies, and oral technical presentations. Students enroll in this advanced communication course after having completed at least the prerequisite introductory writing course. | | |
| 10-809-195 | Economics * <i>OR</i> * | |
| Credits: 3 Lecture Hours: 54 Students will develop analytical skills central to how a market-oriented system operates and the factors that influence national economic policy. Students will apply basic concepts and analyses to a variety of contemporary problems and public policy issues. These concepts include scarcity, resources, alternative economic systems, growth, supply and demand, monetary and fiscal policy, inflation, unemployment, and global economic issues. | | |
| 20-809-287 | Principles of Macroeconomics | 3 |
| Credits: 3 Lecture Hours: 54 This course provides an introduction to basic economic principles with applications to current economic problems affecting the overall performance of a nation's economy. The course begins with an analysis of the role of markets and prices in an economy. Topics include the causes and consequences of unemployment, inflation, and economic growth; the role of money and banking in the economy; the role of government taxing and spending policies to correct market failure and stabilize the economy; the implications of budget deficits and the national debt; and the implications of an increasingly global economy. This course is designed to meet the need for college transfer credit. | | |

Total Credits: 65

Estimated Total Tuition*: \$10,620