

**Program Number 10-101-1**  
**Associate Degree in Applied Science • Four Terms**
**ABOUT THE PROGRAM**

Every business and industry, from movie-making to alternative energy, requires people-oriented, analytical, and creative thinkers to address accounting needs. As an accountant, you will have direct input regarding a company's financial health and profitability. A degree in accounting can be the key to rewarding and challenging opportunities in any field of interest.

**PROGRAM OUTCOMES**

- Process financial transactions throughout the accounting cycle.
- Analyze financial and business information to support planning and decision making.
- Perform payroll preparation, reporting, and analysis tasks.
- Perform cost accounting preparation, reporting, and analysis tasks.
- Perform organizational and/or individual tax accounting preparation, reporting, and analysis tasks.
- Identify internal controls to reduce risk.

**CAREER AND EDUCATION ADVANCEMENT OPPORTUNITIES**

LTC credits transfer to over 30 universities. For more information visit [gotoltc.edu/future-students/transfer](http://gotoltc.edu/future-students/transfer).

**ADMISSIONS AND FIRST SEMESTER ENROLLMENT STEPS**

- Submit online application.
  - Complete the online Student Success Questionnaire.
  - Schedule your 1st Time Program Counseling/Registration Session with your assigned program counselor to plan your first semester schedule, review your entire plan of study and discuss the results of the Student Success Questionnaire.
- \*Submit transcripts and test scores (optional, highly recommended): College transcripts, along with high school transcripts and test scores from within the last five years, used for course registration. Official transcripts needed for transferring college credit(s) and for financial aid purposes.*

**FUTURE SEMESTER ENROLLMENT STEPS**

- Complete online Student Success Tutorial prior to registering for second semester.

**APPROXIMATE COSTS**

- \$146.20 per credit tuition (WI resident) plus \$8.77 per credit student activity fee. Material fee varies depending on course. Other fees vary by program. Visit [gotoltc.edu/financial-aid/tuition-and-fees](http://gotoltc.edu/financial-aid/tuition-and-fees) for details.

**FINANCIAL AID**

This program is eligible for financial aid. Visit [gotoltc.edu/Financial-Aid](http://gotoltc.edu/Financial-Aid) or talk with your Admissions Advisor about how to apply for aid.

**SPECIAL NOTE**

Applied Tax requires attending evening classes during the spring term at the LTC Cleveland campus. Alternate VITA site locations for out-of-district students may be possible with instructor approval. All assessments must be proctored at an LTC Testing site.

**RELATED PROGRAMS**

- Accounting Assistant Technical Diploma Program
- Tax Preparer Certificate

**CONTACT**

LTC Admissions Advisor  
 920.693.1162 • [Admissions@gotoltc.edu](mailto:Admissions@gotoltc.edu)

Catalog No.	Class Title	Credit(s)
<b>Term 1</b>		
10101111	Accounting 1	4
10101122	Income Tax	3
10101128	Income Tax 2	2
10103121	Excel - Level 1	1
10801195	Written Communication	3
10804189	Introductory Statistics	3
		<b>16</b>
<b>Term 2</b>		
10101113	Accounting 2	4
10101129	Applied Tax	1
10101135	Payroll Accounting	3
10101180	Spreadsheet Data Management	2
10101182	Accounting Software Applications	2
10102160	Business Law 1	3
		<b>15</b>
<b>Term 3</b>		
10101115	Accounting 3	4
10101125	Accounting Cost 1	4
10801196	Oral/Interpersonal Communication	3
10809196	Introduction to Sociology	3
		<b>14</b>
<b>Term 4</b>		
10101118	Accounting 4	2
10101124	Auditing	2
10101126	Accounting Cost 2	2
10101199	Accounting Capstone	3
10809195	Economics	3
10809198	Introduction to Psychology	3
		<b>15</b>
		<b>TOTAL 60</b>

*Curriculum and program acceptance requirements are subject to change. Program start dates vary; check with your program counselor for details. The tuition and fees are approximate based on 2023-2024 rates and are subject to change prior to the start of the academic year.*

**ACCOUNTING 1**...provides the learner with the skills to understand and apply accounting principles and procedures useful in any business. Includes the accounting cycle for a service enterprise and a merchandising enterprise, chart of accounts, special journals, ledgers, accruals and deferrals, inventories, and internal controls.

**ACCOUNTING 2**...provides the learner with the skills to transition to more advanced accounting courses with emphasis given to notes and interest, forms of legal entities, stock transactions, depreciation methods, payroll, valuation, and financial analysis. PREREQUISITE: 10101111 Accounting 1

**ACCOUNTING 3**...introduces the learner to intermediate accounting concepts, principles, and applications. Includes financial statements, temporary investments, receivables, equities, current liabilities, present value, and fixed assets. PREREQUISITE: 10101113 Accounting 2

**ACCOUNTING 4**...expands the learner's ability to understand intermediate accounting concepts, principles, and applications, including long-term investments, bonds, leases, stockholders' equity, and time value of money. PREREQUISITE: 10101115 Accounting 3

**ACCOUNTING CAPSTONE**...provides the learner with the opportunity to synthesize the theory and processes learned in the Accounting program via a capstone project. This course is an exercise in professional analysis and preparedness--reemphasizing the need for professional communication. PREREQUISITES: 10101115 Accounting 3, 10101125 Accounting Cost 1, and 10101135 Payroll Accounting

**ACCOUNTING COST 1**...provides the learner with the skills to understand cost behavior and analysis emphasizing manufacturing enterprises including cost reports, job-order costing, process costing, joint products costing, standard costing and variance analysis. PREREQUISITE: 10101111 Accounting 1

**ACCOUNTING COST 2**...expands the learner's ability to understand accounting for manufacturing enterprises. Includes break-even analysis, differential costs, capital expenditures and budgeting. PREREQUISITE: 10101125 Accounting Cost 1

**ACCOUNTING SOFTWARE APPLICATIONS**...prepares the learner to transfer manual accounting skills to computerized accounting software. It includes company setup, expenditure cycle transactions, revenue cycle transactions, general journal transactions, payroll, bank reconciliations, end-of-period procedures, and customization of financial statements. PREREQUISITE: 10101111 Accounting 1 or 10101150 Office Accounting

**APPLIED TAX**...provides the opportunity for the learner to expand tax preparation skills acquired in the Income Tax course and apply those skills to real-life situations in preparing taxes for the local community through the IRS Volunteer Income Tax Assistance (VITA) program. Learners will gain certification from the IRS through the course. PREREQUISITE: 10101122 Income Tax

**AUDITING**...introduces the learner to the fundamentals of auditing. This course involves the evaluation of internal controls including methods of examination and evaluation of accounting records. These evaluations are used to provide objective data to support opinions on the fairness and reliability of accounting records. COREQUISITE: 10101113 Accounting 2

**BUSINESS LAW 1**...provides the learner with the skills to summarize the American legal system; diagram the state/federal court systems; evaluate dispute resolution methods; sequence the civil litigation process; summarize the administrative agencies; differentiate civil and criminal law; apply theories of negligence, intentional tort, and product liability; summarize elements of a contract; assess the validity of a contract; assess third-party rights and available remedies; and summarize Article II of the UCC.

**ECONOMICS**...provides the participant with an overview of how a market-oriented economic system operates, and it surveys the factors which 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. COREQUISITE: Reading placement assessment or equivalent

**EXCEL - LEVEL 1**...introduces the student to spreadsheet features such as creating, saving, editing, navigating, formatting worksheets; entering formulas and functions; working with charts; and developing multiple-sheet workbooks.

**INCOME TAX**...introduces the learner to federal income tax laws and their underlying principles. Includes filing status, gross income (inclusions and exclusions), deductions and exceptions, tax forms and schedules, the computation of taxes, depreciation and completion of tax forms both manually and computerized.

**INCOME TAX 2**...expands the learner's ability to comprehend the principles of income tax law and calculate federal income tax for business using tax and practical problems. COREQUISITE: 10101122 Income Tax

**INTRODUCTION TO PSYCHOLOGY**...introduces students to a survey of the multiple aspects of human behavior. It involves a survey of the theoretical foundations of human functioning in such areas as learning, motivation, emotions, personality, deviance and pathology, physiological factors, and social influences. It directs the student to an insightful understanding of the complexities of human relationships in personal, social, and vocational settings. COREQUISITE: Reading placement assessment or equivalent

**INTRODUCTION TO SOCIOLOGY**...introduces students to the basic concepts of sociology: culture, socialization, social stratification, multi-culturalism, 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. COREQUISITE: Reading placement assessment or equivalent

**INTRODUCTORY STATISTICS**...prepares students to 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. COREQUISITE: Math placement assessment or equivalent AND Reading placement assessment or equivalent

**ORAL/INTERPERSONAL COMMUNICATION**...provides students with the skills to develop speaking, verbal and nonverbal communication, and listening skills through individual speeches, group activities, and other projects. COREQUISITE: Reading placement assessment or equivalent

**PAYROLL ACCOUNTING**...introduces the learner to federal and state payroll laws, calculating for gross and net pay, preparing payroll deductions, maintaining payroll records, and processing payroll in both a manual and computerized setting and preparing quarter-end and year-end reports. COREQUISITE: 10101111 Accounting 1

**SPREADSHEET DATA MANAGEMENT**...provides the learner with intermediate skills to use spreadsheet software to solve accounting and business problems. It focuses on advanced functions and relates skill acquisition to accounting analysis and reporting needs. COREQUISITES: 10101111 Accounting 1 and PREREQUISITE: 10103121 Excel - Level 1 or equivalent

**WRITTEN COMMUNICATION**...teaches the writing process, which includes prewriting, drafting, revising, and editing. Through a variety of writing assignments, the student will analyze audience and purpose, research and organize ideas, and format and design documents based on subject matter and content. Keyboarding skills are required for this course. It also develops critical reading and thinking skills through the analysis of a variety of written documents. COREQUISITE: Writing placement assessment or equivalent AND Reading placement assessment or equivalent