

# Finance

## Associate in Applied Science Degree

Accounting & Finance Program Cluster

School of Business and Applied Arts

Program offered at Madison Campuses

First-year or limited courses offered at Fort Atkinson, Portage, Reedsburg and Watertown Campuses

For information call: (608) 246-6003 or  
(800) 322-6282 Ext. 6003

### About the Program

The Finance program provides the educational background and training required for entry positions in banks, savings and loan associations, finance companies, credit unions, real estate, insurance, financial planning, government, or mercantile and manufacturing enterprises. Job experience and continuing education provide the qualifications necessary for advancement. Finance relates to the management of, not necessarily the accounting for, monetary affairs.

### Requirements for Admission

1.) High school diploma, HSED or GED with a minimum grade point average of 2.0 or equivalent.

### Graduation Requirement

Please note: A minimum grade of C is required for all occupational specific courses in order to graduate.

### Program Courses

**10-101-111 Accounting 1–Principles 4 credits**  
Introduction to the field of accounting. The accounting cycle of journalizing transactions, posting, adjusting and closing entries, as well as the preparation of accounting statements is emphasized for service industries and merchandising concerns. Details of accounting for cash and receivables are studied. An introduction to a computerized accounting system is also included. Prerequisites: Strongly recommended completion of or concurrent enrollment in Math of Finance, 10-804-144; otherwise, completion of Elementary Algebra, 10-834-110 or Basic Algebra, 74-854-793 or Math Concepts, 74-854-747 (or sufficient score on the COMPASS test.)

**10-101-113 Accounting 2–Principles 4 credits**  
Procedures of accounting for partnerships and corporations. Additional topics include fixed assets, current liabilities and payroll, long-term liabilities, investments, statement of cash flows, analysis of financial statements, and an introduction to cost accounting. Prerequisite: grade of C or better in Accounting 1-Principles, 10-101-111 and prerequisite or co-requisite: Math of Finance, 10-804-144.

**10-101-118 Management Accounting 4 credits**  
Emphasizes the managerial use of accounting reports, the problem-solving functions of accounting in relation to current planning and control, performance evaluation, long-range planning, budgets and cost-volume-profit relationships. Prerequisite: Accounting 2-Principles, 10-101-113.

## Curriculum

The courses listed below outline the requirements for graduation for students entering this program in the 2012-2013 academic year. Requirements for graduation may vary depending on the semester in which a student is admitted to their program. Current/continuing students should consult their degree progress report available through their student center account for specific graduation requirements. Program requirements are subject to change.

FIRST YEAR		Credits	Hrs/week Lec-Lab
<b>First Semester</b>			
10-101-111	Accounting 1-Principles.....	4.....	4-0
10-114-130	Personal Finance.....	3.....	3-0
10-103-133	Excel-Beginning.....	1.....	2.25-.75
10-103-145	Access-Beginning.....	1.....	2.25-.75
10-801-195	Written Communication*.....	3.....	3-0
10-804-144	Math of Finance.....	3.....	3-0
<b>Semester Total</b>		<b>15</b>	

<b>Second Semester</b>			
10-101-113	Accounting 2-Principles.....	4.....	4-0
10-102-104	Business Statistics.....	3.....	3-0
10-114-128	Financial Institutions.....	3.....	3-0
10-102-160	Business Law 1 OR.....	3.....	3-0
10-194-182	Real Estate Law.....	(4).....	4-0
10-103-139	Excel-Intermediate.....	1.....	1-2
10-809-195	Economics*.....	3.....	3-0
<b>Semester Total</b>		<b>17</b>	

### SECOND YEAR

First Semester			
10-101-118	Management Accounting.....	4.....	4-0
10-114-126	Corporate Finance.....	3.....	3-0
10-114-117	Money and Banking.....	3.....	3-0
10-809-199	Psychology of Human Relations*.....	3.....	3-0
10-801-196	Oral/Interpersonal Communication*.....	3.....	3-0
<b>Semester Total</b>		<b>16</b>	

Second Semester			
10-114-127	Financial Analysis.....	3.....	3-0
10-114-140	Investments.....	3.....	3-0
10-102-143	Management Techniques.....	3.....	3-0
20-809-276	Business Ethics** OR.....	3.....	3-0
10-809-166	Intro to Ethics: Theory and Application*.....	(3).....	(3-0)
10-809-197	Contemporary American Society*.....	3.....	3-0
	Elective.....	3.....	E
<b>Semester Total</b>		<b>18</b>	

**IMPORTANT:** Students are encouraged to complete courses in the above semester order. **Financial Analysis** course offered **Spring** semester only. **Other Finance** courses rotate between day and evening sections every other semester. Check timetable carefully.

Electives must be associate degree (100 level) or college transfer (200 level) courses.

#### College Transfer Options:

\*For the Associate Degree general education courses, college transfer equivalents are available. Please see program faculty or an advisor for complete details. Each student is advised to plan for college transfer possibilities in advance of starting the program. For the most accurate transfer information, directly contact the Admissions Office of the transfer school.

\*\*Other courses may fulfill this requirement. See the Center for Business & Applied Arts (Room 369) for a list of acceptable courses.

*Note: Students are placed in English or mathematics courses based on their scores on the COMPASS or ASSET test or on completion of the appropriate prerequisite.*

See next page for courses related to business that may be taken in addition to requirements for increased business knowledge and marketability.

**Program Courses cont'd**

**10-102-104 Business Statistics 3 credits**  
 Introduces the theory of and application to basic statistical methods. Emphasizes solving practical business problems. Topics include basic measures, probability, sampling and time series analysis. Prerequisite: Excel-Beginning, 10-103-133 and recommend completion (grade of C or better) in Math of Finance, 10-804-144.

**10-102-143 Management Techniques 3 credits**  
 Covers problems facing management and workers with special emphasis on supervisory personnel and their challenges. Management principles are applied to such topics as the relationship of management to the business, its employees, the owner, other customers and the community. Problem solving at the supervisory level is emphasized.

**10-102-160 Business Law 1 3 credits**  
 Introductory survey course covering legal principles used in the business world. Emphasizes contracts, sales, bailments, agency, employment, property law, torts, criminal law, marital property and bankruptcy. Federal, state and case law serve as the basis of study.

**10-114-117 Money and Banking 3 credits**  
 This introductory course studies money, the banking system and the role of the Federal Reserve as central banker. Considers the implementation of monetary and fiscal policy through a central bank. Introduces the foundations of Monetarism and the framework of Keynesianism. Focus is set on the term structure of interest rates and the interrelationships of interest rates and financial markets. The economy, the banking system and financial markets are studied in the context of current events. Prerequisite: grade of C or better in Math of Finance, 10-804-144.

**10-114-120 Financial Planning 3 credits**  
 This is a comprehensive course incorporating the review of investment statements, tax documents, insurance policies and other inputs to a well-rounded financial program. Cash flow analysis and Goal Based Planning are compared through specific examples and projects that an Investment Advisor/Financial Planner would deal with on a regular basis. An understanding of personal finance and investments are recommended. This course assumes the student understands the time value of money.

**10-114-126 Corporate Finance 3 credits**  
 This intermediate-level course views finance from the perspective of the financial manager. Topics include techniques of financial analysis, forecasting and budgeting, operating and financial leverage, working capital management, the time value of money, cost of capital, long-term debt and stock financing, dividends and retained earnings. Students are expected to apply both principles of accounting and finance. Prerequisites: grade of C or better in Accounting 2-Principles, 10-101-113 and Math of Finance, 10-804-144.

**10-114-127 Financial Analysis 3 credits**  
 A capstone course for the Finance program. Students work in teams to analyze an industry and work individually to analyze a specific company. The project familiarizes students with common sources of business and financial information and develops their analytical skills. A final oral and written report is required. Prerequisites: Excel-Beginning, 10-103-133, and grade of C or better in Management Accounting, 10-101-118 or Cost Management, 10-101-125. *Offered Spring Semester Only.*

**10-114-128 Financial Institutions 3 credits**  
 Introductory-level course which considers the role of financial institutions in the economy. Topics include financial intermediation, the Federal Reserve System, financial markets and instruments, and non-bank financial institutions, including savings and loan associations, credit unions, finance companies, insurance companies, pension funds, mutual funds and governmental financial institutions. Prerequisite: grade of C or better in Math of Finance, 10-804-144.

**10-114-130 Personal Finance 3 credits**  
 This introductory course considers finance from the point of view of the individual or family unit. Topics include budgets, insurance, housing, borrowing, saving, investing and estate planning. Students complete personal finance projects applying the material learned.

**10-114-140 Investments 3 credits**  
 This advanced course considers alternative investment media and markets. Topics include the investment environment, fundamental and technical analysis, timing, selectivity and diversification, and computer-based investment management. Investment analysis will make use of a student-developed spreadsheet platform. Prerequisites: grade of C or better in Personal Finance 1, 10-114-130 and Math of Finance, 10-804-144.

**10-194-182 Real Estate Law 4 credits**  
 Designed to acquaint students with the field of real estate as well as with Wisconsin real estate law and to prepare them for the Wisconsin Real Estate Salesperson's Examination. It covers topics such as the law of agency, legal descriptions, real estate contracts, mortgages, land contracts, consumer-protection laws, landlord-tenant laws, fair-housing ordinances and various other subjects related to the real estate profession. It is particularly oriented toward Wisconsin laws. Also available in CD-ROM format.

**Finance Recommended Electives and Concentration Areas**  
 Finance students, while successfully completing the core curriculum, may wish to enhance their knowledge and employability further by choosing one or more electives in a related concentration area. Although not specifically required, these courses would count towards the elective credits in the program. (Note: only 3 credits of electives are required in the program and are not limited to these specific courses.)

**Concentrations:**

**Financial Planning:**

104-104	Selling Principles	3 credits
or		
162-108	Insurance Pre-Licensing—Life	1 credit
162-109	Insurance Pre-Licensing—Health	
and		
114-120	Financial Planning	3 credits
	<b>Insurance (certificate also available):</b>	
Any approved six insurance credits. May include:		
162-120	General Insurance Industry Overview	2 credits
162-134	Global Risk Strategies	3 credits
162-133	Assessing & Managing Risk	3 credits
or		
162-126	Introductions to Claims	2 credits
162-108	Insurance Pre-Licensing—Life	1 credit
162-109	Insurance Pre-Licensing—Health	1 credit
162-110	Insurance Pre-Licensing—Property	1 credit
162-111	Insurance Pre-Licensing—Casualty	1 credit

**Small Business:**

145-102	Small Business Development & Planning	3 credits
145-106	Small Business Marketing & Promotion Tech	3 credits

**Accounting:**

101-138	Accounting & Payroll Systems	3 credits
101-123	Tax 1	4 credits

**Management:**

102-134	Business Organization & Management	3 credits
102-145	Introduction to Human Resources	3 credits

**Other recommendations:**

10-101-140	Accounting/Business Internship	3 credits
------------	--------------------------------	-----------

**Career Potential:**

- Personal Banker/Consumer Lender
- Teller
- Paraplanners
- Customer Service Representatives
- Finance Trainings
- Financial Planning Assistants
- Loan Coordinators
- Operations Clerk/Managers
- Trust Assistant

With additional education and/or work experience, graduates may find employment as:

- Financial Planners
- Stockbrokers
- Managers in Financial Institutions

*More detailed and updated information on this program may be available at: [madisoncollege.org](http://madisoncollege.org). The college reserves the right to make changes in the regulations and courses announced in this publication without notice.*

*Madison Area Technical College provides equal opportunity in education and employment.*