

Finance

Program Number: 10-102-2

Associate in Applied Science Degree

Accounting & Finance Program Cluster

Center for 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. Public finance deals with governmental agencies, corporate finance deals with business enterprise, and personal finance deals with the monetary affairs of individuals. The finance student is encouraged, while successfully completing the core curriculum, to select electives which focus on one of these three areas of finance: public, corporate or personal.

Requirements for Admission

1.) High school diploma, HSED or GED with a minimum grade point average of 2.0 or equivalent; 2.) algebra, grade of C or better.

Curriculum

FIRST YEAR

First Semester		Credits	Hrs/week Lec-Lab
10-101-111	Accounting 1-Principles.....	4.....	4-0
10-102-130	Personal Finance	3.....	3-0
10-103-133	Excel-Beginning.....	1.....	2.25-.75
10-801-195	Written Communication.....	3.....	3-0
10-804-144	Math of Finance.....	3.....	3-0
10-809-199	Psychology of Human Relations.....	3.....	3-0
Semester Total		17	

Second Semester

10-101-113	Accounting 2-Principles.....	4.....	4-0
10-102-104	Business Statistics	3.....	3-0
10-102-117	Money and Banking.....	3.....	3-0
10-102-160	Business Law 1	3.....	3-0
10-103-137	Word-Beginning.....	1.....	2.25-.75
10-801-196	Oral/Interpersonal Communication.....	3.....	3-0
Semester Total		17	

SECOND YEAR

First Semester

10-101-118	Management Accounting	4.....	4-0
10-102-128	Financial Institutions.....	3.....	3-0
10-102-126	Corporate Finance.....	3.....	3-0
10-103-139	Excel-Intermediate.....	1.....	1-2
10-809-195	Economics.....	3.....	3-0
	Elective.....	3.....	E
Semester Total		17	

Second Semester

10-102-127	Financial Analysis.....	3.....	3-0
10-102-140	Corporate Finance and Investments.....	3.....	3-0
10-102-143	Management Techniques.....	3.....	3-0
10-809-166	Intro to Ethics: Theory and Application	3.....	3-0
10-809-197	Contemporary American Society.....	3.....	3-0
Semester Total		15	

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

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, notes and interest, inventories, fixed assets, depreciation and payroll are studied. Recommend concurrent enrollment in Math of Finance, 10-804-144.

10-101-113 Accounting 2–Principles 4 credits

Procedures of accounting for partnerships and corporations. Additional topics include current and long-term liabilities, statement of cash flows, departmental accounting, manufacturing accounting, analysis of financial statements, introduction to cost accounting, budget preparation and cost-volume-profit analysis. Prerequisites: grade of C or better in Accounting 1 – Principles, 10-101-111 and completion or concurrent enrollment in 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.

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.

10-102-117 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.

10-102-126 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.

10-102-127 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 Word–Beginning, 10-103-137, and grade of C or better in Management Accounting, 10-101-118 or Cost Accounting 1, 10-101-125.

10-102-128 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.

10-102-130 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.

10-102-140 Corporate Finance and 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 Management Accounting, 10-101-118 or Cost Accounting 1, 10-101-125 and Corporate Finance, 10-102-126.

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.

10-103-133 Excel–Beginning 1 credit

Introduction to Excel spreadsheet software. Create, edit, save, format, print, perform calculations, copy/move text and formulas, and create charts. Working knowledge of Windows presumed.

10-103-137 Word–Beginning 1 credit

Introduction to Microsoft's word processing software. Create, edit, save, format and print basic documents; cut/copy/paste and find/replace text; apply font styles and effects; add bullets and numbering; work with tabs and indents; align text; apply borders and shading; use wizards and templates to produce documents; insert headers/footers; apply different formatting to document sections; create columns; insert clip art. Create and format tables, modify rows and columns, perform calculations, sort table data, customize tables. Prerequisite: competency in Windows or Windows Vista, 10-103-124, Windows 2000, 10-103-134 or Windows XP, 10-103-135.

10-103-139 Excel–Intermediate 1 credit

Create complex formulas, expand use of functions, manage and link workbooks, create and use macros, use and analyze list data, enhance charts and workbooks. Working competency in Windows and Beginning Excel presumed.

Recommended Electives

10-101-123	Tax 1	4 credits
10-101-140	Accounting/Business Internship	3 credits
10-102-161	Business Law 2	3 credits
10-103-145	Access-Beginning	1 credits
10-104-179	Marketing Techniques	3 credits
10-106-164	Customer Contact Skills	1 credit
10-106-172	Administrative Office Management	2 credits
10-194-182	Real Estate Law	4 credits
10-194-184	Real Estate Finance	3 credits
10-194-185	Real Estate Brokerage	2 credits

Career Potential:

- Paraplanners
- Customer Service Representatives
- Finance Trainings
- Financial Planning Assistants
- Loan Coordinators
- Operations Clerk/Managers

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: malcmadison.edu. 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.

Rev. 05/09