

*****REMEMBER TO REGISTER EARLY*****

Program Description

The Bookkeeper Diploma is a one-year program designed to prepare students for a career in bookkeeping and accounting fields. This 31-credit diploma emphasizes the double entry accounting system, federal income taxation, payroll taxation, computerized accounting systems, and other computerized business applications. Upon completion of the Bookkeeper Diploma, the student should be well prepared to sit for the Certified Bookkeeper Exam: a comprehensive examination administered by the American Institute of Professional Bookkeepers. Sitting for this professional exam is highly recommended, but not a requirement of the LSC program.

The Bookkeeper Diploma transfers seamlessly into LSC's Accountant AAS Degree. Many of the courses in the Bookkeeper Diploma are offered on-site and all of the courses are offered online.

Program Outcomes

Students will possess a solid understanding of GAAP (Generally Accepted Accounting Principles), accounting practices, and be able to:

- Interpret routine economic events and transactions to determine their impact on a company's financial position while applying industry professional standards.
- Complete the accounting cycle and prepare formal financial statements both manually and with industry software.
- Describe federal and state laws related to payroll issues; including determination of taxable wages, taxes on wages, and exemptions from taxes.
- Prepare federal individual tax returns with accompanying schedules both manually and using industry software.
- Apply analytical methods and techniques to drive effective, data-driven solutions to business problems using industry or spreadsheet software.
- Evaluate and prepare financial and non-financial information used to support strategic management and internal decision making.
- Interpret ethical principles in decision making.
- Demonstrate effective communications skills.
- Demonstrate the ability to work effectively in a team environment.

Required Courses

| Number | Name | Credits | Term |
|---------------------|--|---------|------|
| ACCT 1400 | Business Math | 2 | |
| ACCT 1410 | Financial Accounting Principles I | 3 | |
| ACCT 1500 | Personal Finance | 3 | |
| ACCT 1530* | Payroll Accounting | 2 | |
| ADSC 1430 | Business Computers/ Microsoft Office | 3 | |
| ACCT 1510* | Financial Accounting Principles II | 3 | |
| ACCT 1540* | Fundamentals of Taxation | 4 | |
| ACCT 2410* | Spreadsheet Concepts and Applications for Accounting | 3 | |
| ACCT 2430* | Managerial Accounting | 3 | |
| ACCT 2460* | Computerized Applications in Accounting | 2 | |
| Technical Electives | Choose 3 credits from the following: | 3 | |
| ACCT 2470* | Governmental and Nonprofit Accounting (3 credits) | | |
| ACCT 2480* | Fraud Prevention (3 credits) | | |
| ACCT 2695* | Accounting Internship (1-3 credits) | | |
| ADSC 1420 | Business Communications (3 credits) | | |
| CIS 1430 | Data Analytics Fundamentals (3 credits) | | |

Total Credits 31

***Requires a prerequisite or a concurrent course**



Bookkeeper Diploma - 31 credits
Program Area: Accounting (Fall 2022)

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For selection of appropriate coursework; or general information about the program, admissions, financial aid, and getting started at LSC, contact the [professional advising team](mailto:advising@lsc.edu) (advising@lsc.edu) or 218-733-7601

For specific information about the Bookkeeper Diploma including course descriptions, course prerequisites, the program report, and potential career opportunities, see [program website](https://degrees.lsc.edu/bookkeeper/) (https://degrees.lsc.edu/bookkeeper/)

or

Contact Faculty Advisors, [Jeri Brysch](mailto:jeri.brysch@lsc.edu) (jeri.brysch@lsc.edu) at 218-733-2072;
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