

**\*\*\*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:

- Analyze and properly record routine business transactions and appropriate adjusting journal entries using a variety of industry software
- Prepare and process closing entries
- Prepare routine formal financial statements
- Prepare and file routine payroll tax returns using industry software
- Prepare and file individual tax returns using industry software
- Prepare accounting records and appropriate reports for management using industry software and spreadsheet programs
- Communicate effectively in written/verbal formats with members of the organization
- Elect to continue onto LSC's AAS Accountant Degree
- Work productively in a team atmosphere

### 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	
<i>Technical Electives</i>	<i>Choose 3 credits from the following:</i>		
ACCT 2470*	Governmental and Nonprofit Accounting (3 credits)	3	
ACCT 2480*	Internal Control Environment (3 credits)		
ACCT 2695*	Accounting Internship (1-3 credits)		
ADSC 1420	Business Communications (3 credits)		
LGST 1425	Business Law: Commercial Topics (2 credits)		

**Total Credits**

**31**

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

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## Pre-program Requirements

To begin your career in Bookkeeping, you need to be at college level English/reading and mathematics.

### English/Reading:

- A score of 78 or higher on the reading comprehension portion of the Accuplacer, or
- Completion of ENGL/READ 0950 or 0955 (or equivalent course or higher). ENGL/READ 0955 may be taken concurrently with Semester I coursework.

### Mathematics:

- A score of 50 or higher on the **College Math** portion of the Accuplacer, or
- Completion of MATH 0470 (or equivalent course or higher). MATH 0470 can be taken concurrently with Semester I coursework.

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

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For specific information about the Bookkeeper Diploma including course descriptions, course prerequisites,  
the gainful employment disclosure, 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) or 218-733-2072;  
[Lori Yecoshenko](mailto:lori.yecoshenko@lsc.edu) (lori.yecoshenko@lsc.edu) or 218-733-6930