



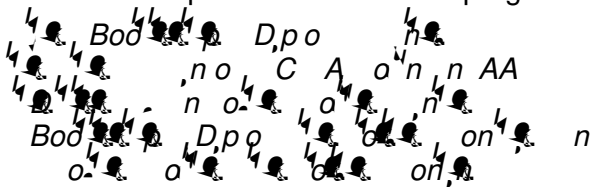
Bookkeeper Diploma - 31 credits

Program Area: Accounting (Fall 2020)

*****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.



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



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Pre-program Requirements

To begin your career in Bookkeeping