

Lake Superior College

Program Planner

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Updated: 02/10/11

Effective: *Fall 2011*

Qualified applicants should be aware that program class sizes are limited, which may delay acceptance into the program.

You may be required to complete additional (or less) coursework, dependent upon the results of your Computerized Placement Test (CPT) and/or previous coursework completed or certifications earned.

Program: Bookkeeper

Degree Type: Certificate

Total Required Credits: 30

Pre-program Requirements

Successful entry into this program requires a specific level of skill in the areas of English, mathematics, and reading. Program entry will depend, in part, on meeting the prerequisites listed below:

English:

- A score of 86 or higher on the Sentence Skills portion of the CPT, OR
- Completion of ENGL0460 or its equivalent transfer course or higher.
- If required, ENGL0460 may be taken concurrently with Semester I coursework.

Mathematics:

- A score of 36 or higher on the Elementary Algebra Skills portion of the CPT, OR
- Completion of MATH0450 or its equivalent transfer course or higher.
- If required, MATH0450 may be taken concurrently with Semester I coursework.

Reading:

- A score of 78 or higher on the Reading Comprehension portion of the CPT, OR
 - Completion of READ0465 or its equivalent transfer course or higher.
 - If required, READ0465 may be taken concurrently with Semester I coursework.
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Semester I

Course ID#	Course Title (Pre-reqs)	Term	Credits	Grade/ Term
ACCT1400	Accounting Math (None)	F/S	2	
ACCT1410	Financial Accounting Principles I (ENGL0460, MATH0470 and READ0465)	F/S	3	
ACCT1500	Personal Finance (None)	F/S	3	
ACCT1530	Payroll Accounting (ACCT1410 or concurrent enrollment)	S	2	
ADSC1420	Business Communications (College-level reading and writing; keyboarding/word processing ability, or concurrent enrollment in a keyboarding course)	F/S	3	
ADSC1430	Microsoft Office (READ0465 and ENGL0460 or concurrent enrollment; ability to type a minimum of 20 wpm)	F/S	3	
Total Credits for Term			16	

Semester II

Course ID#	Course Title (Pre-reqs)	Term	Credits	Grade/ Term
ACCT1510	Financial Accounting Principles II (ACCT1410)	F/S	3	
ACCT1540	Fundamentals of Taxation (ACCT1410 or instructor's consent)	S	4	
ACCT2410	Spreadsheet Concepts and Applications for Accounting (ADSC1430 and ACCT1410 or instructor's consent)	F/S	2	
ACCT2430	Managerial Accounting (ACCT1410 or instructor's consent)	F/S	3	
ACCT2460	Computerized Applications in Accounting (ACCT1410 or instructor's consent)	F/S	2	
Total Credits for Term			14	

- All courses in diploma and/or certificate programs are acceptable for credit toward Lake Superior College degree programs as indicated on individual program planners.
- This is not a contract; Lake Superior College reserves the right to change the planner as necessary.
- This document can be made available in alternative formats, such as large print, Braille, or audio tape, by calling 733-7650 or MRS/TTY 800-627-3529.