



Bookkeeping

Expansion of Existing Program

State Submission

Mark Wilson, President
May 2013



TABLE OF CONTENTS

Executive Summary.....	2
Identification and Description of the Program	2
Objectives and Purpose of the Program	3
Methods of Obtaining the Objectives of the Program	3
Population Served by the Program.....	4
Projected Three-Year Budget.....	4
Program competencies and Entry and Exit Points.....	4
Statement of Non-Duplication.....	4
Curriculum Design.....	5
Wage Factor	5
Suggested CIP Code.....	5
Appendix	5
Appendix A.....	6
Appendix B	7
Appendix C	8

WESTERN DAKOTA TECHNICAL INSTITUTE (WDT)

Bookkeeping Diploma Program

Expansion of Existing Program

EXECUTIVE SUMMARY

Western Dakota Technical Institute requests approval to create a two-semester diploma program in Bookkeeping to meet the needs of students and industry. This new option will be nine months in length and will result in a diploma. All credits in the program would transfer directly into WDT's Associate of Applied Science degree in Accounting. Offering both options would provide students with multiple options and exit points.

WDT requests permission to begin the program in Fall 2013.

Graduates of this program will be able to seek employment in a variety of settings, including accounting firms and public entities. Graduates also will—eventually—have the opportunity to start their own bookkeeping businesses.

Labor market information for the state indicates that the demand for workers in the Bookkeeping field is strong now and in the future. Through 2020, the number of bookkeepers and auditing clerks is expected to grow by 9.1 percent, according to the South Dakota Labor Market Information Center (LMIC). The LMIC also predicts a 12.2 percent increase in the number of jobs for billing and posting clerks, a related field for which Bookkeeping graduates would be prepared.

Western Dakota Tech is an excellent fit for this new program option as we already have a successful AAS program in Accounting. Adding a new option will build on that success while not adding an extensive amount of new expenditures.

IDENTIFICATION AND DESCRIPTION OF THE PROGRAM

The Bookkeeping program will prepare students to begin a career in bookkeeping and related fields. Feedback from WDT's Accounting advisory board and workforce data show that the need for a one-year Bookkeeping program is strong. Employers are in need of employees who have formal training in basic bookkeeping skills and in the areas of math, English, and communication. The proposed Bookkeeping program would accomplish those goals.

The Bookkeeping program will provide students with technical understanding and skills development by integrating theory with practical experience. Through the program, students will develop skills in accounting principles, finance, payroll accounting, Quickbooks, and more. Students will learn how to complete the typical duties of someone working in the bookkeeping field, including:

- Using bookkeeping software as well as online spreadsheets and databases

- Entering (posting) financial transactions into the appropriate computer software
- Receiving and recording cash, checks, and vouchers
- Putting costs (debits) as well as income (credits) into the software, assigning each to an appropriate account
- Producing reports such as balance sheets (costs compared to income), income statements, and totals by account
- Checking figures, postings, and reports for accuracy
- Reconciling or noting and reporting any differences they find in the records

There are a variety of career opportunities for graduates of the Bookkeeping program. Graduates have the option of working for large firms, small firms, banks and credit unions, accounting firms, payroll processing firms, or government agencies. The bookkeeping industry offers challenging and interesting work for those with the desire to work in a professional financial environment.

OBJECTIVES AND PURPOSE OF THE PROGRAM

The primary objective of the Bookkeeping program is to prepare students with the necessary skills to be successful in the bookkeeping field. Students will take coursework in accounting fundamentals, Quickbooks, payroll and accounting, personal investments, and other technical skills. Students also will study broad accounting issues in a special topics course. This program also will provide education and training in soft skills such as communication and math.

The program will articulate appropriate high school credits whenever possible, and there could be dual enrollment possibilities for high school students.

Upon completing the program, Bookkeeping graduates will be able to:

- Formulate good judgment and ethics in the bookkeeping environment
- Perform the skills expected of an entry-level bookkeeping clerk
- Use computerized bookkeeping systems such as QuickBooks
- Understand basic principles of accounting and payroll
- Acquire employment in the bookkeeping field utilizing their knowledge of accounting and payroll

METHODS OF OBTAINING THE OBJECTIVES OF THE PROGRAM

WDT will provide students with skill-based development in classroom and lab settings on the WDT campus. The classroom and lab instruction will be augmented with guest speakers and other experiences that will prepare students for the workforce.

As with all WDT programs, a variety of services and support are available to students enrolled in this new program option. This includes expanded tutoring and office hours provided by full-time program faculty and in WDT's Academic Success Center. Access to current technical reference materials and resources is available via WDT library services.

The Bookkeeping program will work closely with the existing advisory board for WDT's Accounting program. The board is composed of representatives who are from bookkeeping and accounting businesses, public entities, and others in the field. The advisory board approves curriculum, discusses and recommends equipment purchases, and assists in forming partnerships to help WDT with innovative curriculum, internships, and presentations.

As indicated in the letters of support that accompany this proposal, industry is supportive of this program expansion. Future employers of program graduates have stated this program is necessary because they want employees who have the basic bookkeeping skills that can be achieved in a nine-month program. The program will increase the speed at which students will enter the workforce and provide industry with the types of trained employees they need.

POPULATION SERVED BY THE PROGRAM

The Bookkeeping program will be available to all interested individuals who successfully meet the WDT admissions criteria established for the program. The program will be open to full-time and part-time students. All applicants must be high school graduates and take an admissions test to establish reading, writing, and math abilities. No restriction will be made regarding race, creed, gender, or age. The program will draw students primarily from South Dakota. The opportunities for employment in the field will be primarily in western South Dakota.

The program also will appeal to people working in the bookkeeping field but lack formal training. The diploma program would allow those students to earn a higher education credential that would help them advance their skills and careers.

PROJECTED THREE-YEAR BUDGET

This program will be staffed by current instructors. Current institutional budgets for the Accounting AAS program will cover the needs of the new diploma option.

PROGRAM COMPETENCIES AND ENTRY AND EXIT POINTS

Entry point: Fall Semester

Exit point: After completion of all coursework

Job titles: See Appendix A

STATEMENT OF NON-DUPLICATION

Western Dakota Tech is proposing this program option to meet regional industry needs for bookkeeping clerks. While there are other accounting-related programs in South Dakota, they are not meeting the needs of industry in western South Dakota. Industry representatives are seeking employees who have the basic bookkeeping skills that can be delivered in a diploma program.

CURRICULUM DESIGN

See Appendix B for curriculum outline.

WAGE FACTOR

See Appendix A

SUGGESTED CIP CODE

52.0301 **Accounting.** A program that prepares individuals to practice the profession of accounting and to perform related business functions. Includes instruction in accounting principles and theory, financial accounting, managerial accounting, cost accounting, budget control, tax accounting, legal aspects of accounting, auditing, reporting procedures, statement analysis, planning and consulting, business information systems, accounting research methods, professional standards and ethics, and applications to specific for-profit, public, and non-profit organizations.

APPENDIX

- A. Wage factor and job titles
- B. Curriculum outline
- C. Letters of Support

APPENDIX A

South Dakota Employment Projections 2010-2020 and Wage Data for Related Occupations

SOC	Occupational Title	2010 Base Number of Jobs	2020 Projected Number of Jobs	Percent Change	Average Annual Demand
43-3031	Bookkeeping, Accounting, and Auditing Clerks	10,120	11,040	9.1	214
43-3021	Billing and Posting Clerks	1,685	1,890	12.2	48

South Dakota Wage Estimates for SD, Rapid City, and West					Percentile				
AREA	SOC CODE	Occupation	Workers	Avg. Wage	10 th	25 th	50 th	75 th	90 th
Statewide	43-3031	Bookkeeping, Accounting, and Auditing Clerks	9,220	13.90	10.13	11.90	13.72	15.89	18.31
Rapid City MSA	43-3031	Bookkeeping, Accounting, and Auditing Clerks	1,590	14.26	10.05	12.15	14.10	16.70	18.96
West	43-3031	Bookkeeping, Accounting, and Auditing Clerks	900	13.35	9.17	10.88	13.17	15.40	18.22
Statewide	43-3021	Billing and Posting Clerks	1,390	12.76	9.88	10.73	12.19	14.43	17.04
Rapid City MSA	43-3021	Billing and Posting Clerks	150	12.93	10.05	10.95	12.57	14.57	16.99
West	43-3021	Billing and Posting Clerks	80	11.68	9.13	10.24	11.45	13.29	14.71

United States Employment Projections 2010-2020 and Wage Data for Related Occupations

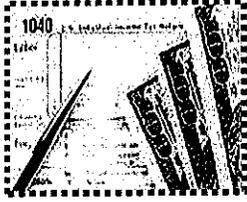
SOC	Occupational Title	2010 Base Number of Jobs	2020 Projected Number of Jobs	Percent Change	Average Annual Demand
43-3031	Bookkeeping, Accounting, and Auditing Clerks	1,898,300	2,115,400	13.6	467,800
43-3021	Billing and Posting Clerks	504,800	604,400	19.7	187,600

Wage Estimates for United States				Percentile				
SOC	Occupational Title	2012 Workers	Avg. Wage	10 th	25 th	50 th	75 th	90 th
43-3031	Bookkeeping, Accounting, and Auditing Clerks	1,606,260	17.62	10.39	13.34	16.91	21.19	26.11
43-3021	Billing and Posting Clerks	490,850	16.61	11.24	13.25	16.08	19.05	22.82

APPENDIX B

First Semester		Credits
MATH112	Business Math	3
ACCT210	Principles of Acct. I	3
BUS136	Oral Communications	3
CIS105	Micro Computer Apps	3
BUS210	Supervisory Management	3
BUS224	Personal Finance	3
	TOTAL CREDITS	18
Second Semester		Credits
ACCT211	Principles of Acct. II	3
ACCT215	Payroll Accounting	3
ACCT228	QuickBooks Acct.	3
ACCT XXX	Topics and Issues in Accounting	3
BUS226	Personal Investments	3
BUS134	Written Comm. For Business	3
	TOTAL CREDITS	18

APPENDIX C



TPA WEST

**1006 Jackson Blvd.
Rapid City, South Dakota 57702
Phone: 605-716-3897
Fax: 605-716-6830**

April 19, 2013

Brian Watland
Western Dakota Tech
800 Mickelson Dr.
Rapid City, SD 57703

Dear Brian:

I have owned and operated TPA West for 10 years and have employed several second year students in past years. I believe this new "Diploma in Bookkeeping" would be an added value to the business community in Rapid City and the Black Hills. This would be a great program for students to be job ready while testing the waters for the many facets of the accounting field and future studies. Touching on the financial side should also give them a perspective of how businesses work and an eye for the bottom line.

I wish you great success with this new program. Please call me at 605-716-3897 if you have questions.

Sincerely,

Charlotte Welk
Charlotte Welk
TPA West



April 8, 2013

Nicole Ossenfort
Liberty Tax Service
532 E. Anamosa St.
Rapid City, SD 57701

To Whom It May Concern:

Having worked as both a Certified Public Accountant (CPA) and business owner in both the public sector and private sector in Rapid City for over twenty years, I believe the one year "Diploma in Bookkeeping" Program at WDTI is a much needed program and would be very beneficial to increasing and improving the skill level of the local workforce in our community. There is a strong need for trained entry level bookkeepers and I believe the curriculum of this program will provide the relevant training to fill this need.

Sincerely,

LIBERTY TAX SERVICE

Nicole Ossenfort
Franchise Owner



REGIONAL HEALTH PHYSICIANS

PO Box 6000 Rapid City, SD 57709 (605) 755-9050 FAX (605) 755-9040 www.regionalmedicalclinic.com

April 19, 2013

Brian Watland
Western Dakota Tech
800 Mickelson Dr
Rapid City, SD 57703

Dear Brian:

I am very excited about the new "Diploma in Bookkeeping" that the accounting department is looking at adding. I have worked in retail business as a Controller and feel strongly that most of the education needed to work successfully in all but the highest financial positions in most businesses could be satisfied with this type of program.

Now working in the healthcare industry, I see a need in many areas, from billing to financial counseling to patient service reps/admissions, for people who are educated in bookkeeping to fill those positions. These may not be seen as traditional bookkeeping positions, but the financial aspects of the jobs fall in with the skills learned in a bookkeeping program and are sometimes difficult to find in our market.

I hope that this program proceeds and am anxious to hear more about its success and the candidates it produces.

Sincerely,

Patricia Tlustos
Director Business Services
Regional Health Physicians