

# Accounting Technician - AAS-T (BAS-OLTM Option)

2022-23

## Program map for Accounting Technician Associate in Applied Science (AAS-T), BAS-OLTM Option

Accounting is a critical business function offering many career opportunities. Learn basic skills for entry-level accounting positions such as accounting technician, accounts payable and accounts receivable in private industry, state and local government, and public accounting. You can also begin studies for a bachelor's degree by completing transferable accounting courses and general education requirements. Students must pass each course listed in Program Requirements with a 'C' or above.

See also: ([lowercolumbia.edu/programs/business](http://lowercolumbia.edu/programs/business))

- Degree Requirements for Accounting, Business and Leadership programs ([lowercolumbia.edu/programs/business](http://lowercolumbia.edu/programs/business))
- Course descriptions in LCC Catalog ([lowercolumbia.edu/publications/catalog/courses](http://lowercolumbia.edu/publications/catalog/courses))
- Distribution lists in LCC Catalog ([lowercolumbia.edu/publications/catalog/distribution-lists](http://lowercolumbia.edu/publications/catalog/distribution-lists))

***Please note that many course sequences only begin in fall quarter. Please check with your program advisor for more information.***

***Please review both the "By Quarter Overview" and "Detailed Class Sequence" tabs below.***

## By Quarter Overview

### First Quarter

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- BUS 100: Foundations of Business Success (3 credits)
- COLL 101: College Success 101 (2 credits)
- ACCT 101: Intro to Accounting Concepts (5 credits)
  - *BUS 100, MATH 079 or TECH 079 or higher with a grade of C or better or instructor permission. Concurrent requirement: BUS 100 if not previously taken\**
- MATH& 107: Math in Society (5 credits)
  - *MATH 097/098 with a grade of C or better\**

*\*Pre- and/or co-requisite(s)*

### Second Quarter

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- ENGL& 101: English Composition I (5 credits)
  - *College level reading and writing skills or completion of ENGL 099 (was ENGL 100) or TECH 105 with a grade of C or better\**
- SOC& 101: Introduction to Sociology: DIV (5 credits)
- CMST& 220: Public Speaking (5 credits)

*\*Pre- and/or co-requisite(s)*

### Third Quarter

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- ACCT 150: Payroll Accounting (5 credits)
  - *BUS 104 or higher and ACCT 101 or instructor permission\**
- BUS 150: Customer Service Management (5 credits)
- BTEC 131: Intro to Spreadsheets (5 credits)
  - *BTEC 104 or CS 110, and BUS 104 or MATH 88 or MATH 97, with a C or higher, or instructor permission\**

*\*Pre- and/or co-requisite(s)*

### Fourth Quarter

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- Choose one:
  - BUS& 101: Intro to Business (5 credits)
  - ECON& 201: Microeconomics (5 credits)
    - *MATH 088 or TECH 088 or BUS 104 (was BSAD 104) and ENGL& 101 or BUS 190 (was BSAD 190)\**
- Choose one Natural Science (5 credits)
- BTEC 130: Electronic Calculators (1 credit)

*\*Pre- and/or co-requisite(s)*

### Fifth Quarter

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- ACCT& 201: Principles of Accounting I (5 credits)
  - *BUS 104, MATH 088 or TECH 088 with a grade of C or higher or instructor permission\**
- ACCT 241: Intro to QuickBooks (5 credits)
  - *ACCT 101 or ACCT& 201 and CS 110 or CS 111, or instructor permission\**
- ACCT 244: Individual Income Taxation (5 credits)
  - *MATH 078/079 or TECH 078/079\**

*\*Pre- and/or co-requisite(s)*

### Sixth Quarter

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- ACCT& 202: Principles of Accounting II (5 credits)
  - *ACCT& 201 (was ACCT 231) with a grade of C or better and BUS 104 with a grade of C or better or MATH& 125 or higher; Co-requisite: MATH& 125 or higher\**
- ACCT 288: Cooperative Education (4 credits)
  - *Instructor or Cooperative Education Coordinator permission Concurrent requirements: COLL 289 or BTEC 294 or BUS 294 or IT 294 must be taken prior to or concurrent with this course\**
- BUS& 201: Business Law (5 credits)
  - *ENGL& 101 OR BUS 119, or equivalent, with a grade of C or better, or instructor permission\**
- COLL 289: Employment Portfolio Seminar (1 credit)

*\*Pre- and/or co-requisite(s)*

### Seventh Quarter

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- ACCT& 203: Principles of Accounting III (5 credits)
  - *ACCT& 201 (was ACCT 231) with a grade of C or better and basic spreadsheet skills\**
- ACCT 275: Accounting Tech Capstone (5 credits)
  - *ACCT 150, ACCT& 201 and ACCT 241 or instructor permission\**
- BTEC 135: Advanced Data Analysis (5 credits)
  - *BTEC 131 (was CS 121) with a grade of C or better, or instructor permission\**

## Detailed Class Sequence

### 1. Foundations of Business Success

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BUS 100 (3 credits)

### 2. College Success 101

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COLL 101 (2 credits)

### 3. Intro to Accounting Concepts

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ACCT 101 (5 credits)

*Pre- and/or co-requisite(s): BUS 100, MATH 079 or TECH 079 or higher with a grade of C or better or instructor permission. Concurrent requirement: BUS 100 if not previously taken*

### 4. Math in Society

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MATH& 107 (5 credits)

### 5. English Composition I

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ENGL& 101 (5 credits)

*Pre- and/or co-requisite(s): College level reading and writing skills or completion of ENGL 099 (was ENGL 100) or TECH 105 with a grade of C or better*

### 6. Introduction to Sociology: DIV

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SOC& 101

### 7. Public Speaking

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CMST& 220 (5 credits)

### 8. Payroll Accounting and Business Tax Reporting

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ACCT 150 (5 credits)

*Pre- and/or co-requisite(s): BUS 104 or higher and ACCT 101 or instructor permission*

## 9. Customer Service Management

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BUS 150 (5 credits)

## 10. Intro to Spreadsheets

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BTEC 131 (5 credits)

*Pre- and/or co-requisite(s): BTEC 104 or CS 110, and BUS 104 or MATH 88 or MATH 97, with a C or higher, or instructor permission*

## 11. Intro to Business or Microeconomics

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BUS& 101 or ECON& 201 (5 credits)

*Pre- and/or co-requisite(s): For ECON& 201 - MATH 088 or TECH 088 or BUS 104 (was BSAD 104) and ENGL& 101 or BUS 190 (was BSAD 190)*

## 12. Natural Science

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Choose one Natural Science (5 credits)

## 13. Electronic Calculators

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BTEC 130 (1 credit)

## 14. Principles of Accounting I

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ACCT& 201 (5 credits)

*Pre- and/or co-requisite(s): BUS 104, MATH 088 or TECH 088 with a grade of C or higher or instructor permission*

## 15. Intro to QuickBooks

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ACCT 241 (5 credits)

*Pre- and/or co-requisite(s): ACCT 101 or ACCT& 201 and CS 110 or CS 111, or instructor permission*

## 16. Individual Income Taxation

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ACCT 244 (5 credits)

*Pre- and co-requisite(s): MATH 078/079 or TECH 078/079*

## 17. Principles of Accounting II

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ACCT& 202 (5 credits)

*Pre- and co-requisite(s): ACCT& 201 (was ACCT 231) with a grade of C or better and BUS 104 with a grade of C or better or MATH& 125 or higher; Co-requisite: MATH& 125 or higher*

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## 18. Cooperative Education

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ACCT 288 (4 credits)

*Pre- and co-requisite(s): Instructor or Cooperative Education Coordinator permission Concurrent requirements: COLL 289 or BTEC 294 or BUS 294 or IT 294 must be taken prior to or concurrent with this course*

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## 19. Business Law

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BUS& 201 (5 credits)

*Pre- and/or co-requisite(s): ENGL& 101 OR BUS 119, or equivalent, with a grade of C or better, or instructor permission*

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## 20. Employment Portfolio Seminar

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COLL 289 (1 credit)

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## 21. Principles of Accounting III

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ACCT& 203 (5 credits)

*Pre- and/or co-requisite(s): ACCT& 201 (was ACCT 231) with a grade of C or better and basic spreadsheet skills*

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## 22. Accounting Tech Capstone

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ACCT 275 (5 credits)

*Pre- and/or co-requisite(s): ACCT 150, ACCT& 201 and ACCT 241 or instructor permission*

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## 23. Advanced Data Analysis

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BTEC 135 (5 credits)

*Pre- and/or co-requisite(s): BTEC 131 (was CS 121) with a grade of C or better, or instructor permission*

( [lowercolumbia.edu/program-maps/business](http://lowercolumbia.edu/program-maps/business) )

## **Program Maps for Accounting, Business and Leadership ( [lowercolumbia.edu/program-maps/business](http://lowercolumbia.edu/program-maps/business) )**

- Accounting Technician - AAS ( [lowercolumbia.edu/program-maps/business/AAS-Accounting-Technician](http://lowercolumbia.edu/program-maps/business/AAS-Accounting-Technician) )
- Accounting Technician - AAS-T (BAS-OLTM Option) ( [lowercolumbia.edu/program-maps/business/AAS-Accounting-Technician-to-BAS-OLTM](http://lowercolumbia.edu/program-maps/business/AAS-Accounting-Technician-to-BAS-OLTM) )
- Administrative Services Manager - AAS ( [lowercolumbia.edu/program-maps/business/AAS-Administrative-Services-Manager](http://lowercolumbia.edu/program-maps/business/AAS-Administrative-Services-Manager) )
- Administrative Services Manager - AAS-T (BAS-OLTM Option) ( [lowercolumbia.edu/program-maps/business/AAS-Administrative-Services-Manager-to-BAS-OLTM](http://lowercolumbia.edu/program-maps/business/AAS-Administrative-Services-Manager-to-BAS-OLTM) )
- Administrative Support - COP ( [lowercolumbia.edu/program-maps/business/COP-Administrative-Support](http://lowercolumbia.edu/program-maps/business/COP-Administrative-Support) )
- Business - AA-DTA/MRP ( [lowercolumbia.edu/program-maps/business/DTA-MRP-Business](http://lowercolumbia.edu/program-maps/business/DTA-MRP-Business) )
- Business - AA-DTA/MRP (online) ( [lowercolumbia.edu/program-maps/business/DTA-MRP-Business-Online](http://lowercolumbia.edu/program-maps/business/DTA-MRP-Business-Online) )
- Business Management - AAS ( [lowercolumbia.edu/program-maps/business/AAS-Business-Management](http://lowercolumbia.edu/program-maps/business/AAS-Business-Management) )

- [Community Health and Wellness Advocate - COC](http://lowercolumbia.edu/program-maps/business/COC-Community-Health-and-Wellness-Advocate) ( lowercolumbia.edu/program-maps/business/COC-Community-Health-and-Wellness-Advocate )
- [General Business - COP](http://lowercolumbia.edu/program-maps/business/COP-General-Business) ( lowercolumbia.edu/program-maps/business/COP-General-Business )
- [Medical Billing and Coding Specialist - COP](http://lowercolumbia.edu/program-maps/business/COP-Medical-Billing-and-Coding-Specialist) ( lowercolumbia.edu/program-maps/business/COP-Medical-Billing-and-Coding-Specialist )
- [Medical Office Administration - AAS](http://lowercolumbia.edu/program-maps/business/AAS-Medical-Office-Administration) ( lowercolumbia.edu/program-maps/business/AAS-Medical-Office-Administration )
- [Medical Office Administration - AAS-T \(BAS-OLTM Option\)](http://lowercolumbia.edu/program-maps/business/AAS-Medical-Office-Administration-to-BAS-OLTM) ( lowercolumbia.edu/program-maps/business/AAS-Medical-Office-Administration-to-BAS-OLTM )
- [Medical Reception - COP](http://lowercolumbia.edu/program-maps/business/COP-Medical-Reception) ( lowercolumbia.edu/program-maps/business/COP-Medical-Reception )
- [Organizational Leadership and Technical Management, Full-Time Cohort - BAS](http://lowercolumbia.edu/program-maps/business/BAS-OLTM-FT) ( lowercolumbia.edu/program-maps/business/BAS-OLTM-FT )
- [Organizational Leadership and Technical Management, Part-Time Cohort - BAS](http://lowercolumbia.edu/program-maps/business/BAS-OLTM-PT) ( lowercolumbia.edu/program-maps/business/BAS-OLTM-PT )
- [Retail Management - COC](http://lowercolumbia.edu/program-maps/business/COC-Retail-Management) ( lowercolumbia.edu/program-maps/business/COC-Retail-Management )