

Accounting Technician - AAS



2023-24

Program map for Accounting Technician Associate in Applied Science (AAS)

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)

- [Degree Requirements for Accounting, Business and Leadership programs \(lowercolumbia.edu/programs/business \)](https://lowercolumbia.edu/programs/business)
- [Course descriptions in LCC Catalog \(lowercolumbia.edu/publications/catalog/courses \)](https://lowercolumbia.edu/publications/catalog/courses)
- [Distribution lists in LCC Catalog \(lowercolumbia.edu/publications/catalog/distribution-lists \)](https://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)
 - BUS 104: Business Math Applications (5 credits)
 - *BUS 100 or concurrent enrollment, MATH 078/079 or TECH 078/079 with a grade of C or better or instructor permission**
 - 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**

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

Second Quarter

- CS 110: Introduction to Microcomputer Applications (3 credits)
 - *Ability to use a keyboard**
- ENGL& 101: English Composition I or BUS 119: Business Communications (5 credits)
 - *ENGL& 101: college level reading and writing skills or completion of ENGL 099 (was ENGL 100) or TECH 105 with a grade of C or better**
 - *BUS 119: ENGL 099 (was ENGL 100) or TECH 105 with a grade of C or better or placement test into ENGL& 101**
- BUS 144: Management of Human Relations: DIV (5 credits)

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

Third Quarter

- 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

- 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)**
 - ECON 105: Intro to Economics (5 credits)
- BTEC 130: Electronic Calculators (1 credit)
- Choose one Natural Science/Humanities elective (5 credits)

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

Fifth Quarter

- 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

- 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: Cooperative Education Seminar (1 credit)

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

Seventh Quarter

- 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

BUS 100 (3 credits)

2. College Success 101

COLL 101 (2 credits)

3. Business Math Applications

BUS 104 (5 credits)

Pre- and/or co-requisite(s): BUS 100 or concurrent enrollment, MATH 078/079 or TECH 078/079 with a grade of C or better or instructor permission

4. Intro to Accounting Concepts

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

5. Introduction to Microcomputer Applications

CS 110 (3 credits)

Pre- and/or co-requisite(s): Ability to use a keyboard

6. Business Communications or English Composition I

BUS 119 or ENGL& 101 (5 credits)

Pre- and/or co-requisite(s): For ENGL& 101 - college level reading and writing skills or completion of ENGL 099 (was ENGL 100) or TECH 105 with a grade of C or better; for BUS 119 - ENGL 099 (was ENGL 100) or TECH 105 with a grade of C or better or placement test into ENGL& 101

7. Management of Human Relations

BUS 144 (5 credits)

8. Payroll Accounting

ACCT 150 (5 credits)

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

9. Customer Service Management

BUS 150 (5 credits)

10. Intro to Spreadsheets

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 or Intro to Economics

BUS 101 or ECON& 201 or ECON 102 (5 credits)

Pre- and/or co-requisite(s): For BUS& 201 - ENGL& 101 OR BUS 119, or equivalent, with a grade of C or better, or instructor permission; and for ECON& 201 - MATH 088 or TECH 088 or BUS 104 (was BSAD 104) and ENGL& 101 or BUS 190 (was BSAD 190)

12. Electronic Calculators

BTEC 130 (1 credit)

13. Humanities / Natural Science elective

Choose one Humanities / Natural Science course (5 credits)

14. Principles of Accounting I

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

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

ACCT 244 (5 credits)

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

17. Principles of Accounting II

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

18. Cooperative Education

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

19. Business Law

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

20. Cooperative Education Seminar

COLL 289 (1 credit)

21. Principles of Accounting III

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

22. Accounting Tech Capstone

ACCT 275 (5 credits)

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

23. Advanced Data Analysis

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



Program Maps for Accounting, Business and Leadership (lowercolumbia.edu/program-maps/business)

- Accounting Technician - AAS (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)
- Administrative Services Manager - AAS (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)
- Administrative Support - COP (lowercolumbia.edu/program-maps/business/COP-Administrative-Support)
- Business - AA-DTA/MRP (lowercolumbia.edu/program-maps/business/DTA-MRP-Business)
- Business - AA-DTA/MRP (online) (lowercolumbia.edu/program-maps/business/DTA-MRP-Business-Online)
- Business Management - AAS (lowercolumbia.edu/program-maps/business/AAS-Business-Management)
- Business Management for BAS-OLTM - AAS-T (lowercolumbia.edu/program-maps/business/AAS-T-Business-Management-for-BAS-OLTM)
- Community, Health and Wellness Advocate – COC (lowercolumbia.edu/program-maps/business/COC-Community-Health-and-Wellness-Advocate)
- General Business – COP (lowercolumbia.edu/program-maps/business/COP-General-Business)
- Medical Billing and Coding Specialist - COP (lowercolumbia.edu/program-maps/business/COP-Medical-Billing-and-Coding-Specialist)
- Medical Office Administration - AAS (lowercolumbia.edu/program-maps/business/AAS-Medical-Office-Administration)
- Medical Office Administration - AAS-T (BAS-OLTM Option) (lowercolumbia.edu/program-maps/business/AAS-Medical-Office-Administration-to-BAS-OLTM)
- Medical Reception - COP (lowercolumbia.edu/program-maps/business/COP-Medical-Reception)
- Organizational Leadership and Technical Management, Full-Time Cohort - BAS (lowercolumbia.edu/program-maps/business/BAS-OLTM-FT)
- Organizational Leadership and Technical Management, Part-Time Cohort - BAS (lowercolumbia.edu/program-maps/business/BAS-OLTM-PT)
- Retail Management – COC (lowercolumbia.edu/program-maps/business/COC-Retail-Management)