

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



**2023-24**

## 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](https://www.lowercolumbia.edu/programs/business) )

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

- 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)*

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## 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

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## 7. Public Speaking

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CMST& 220 (5 credits)

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## 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*

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## 9. Customer Service Management

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BUS 150 (5 credits)

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## 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*

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## 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)*

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## 12. Natural Science

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Choose one Natural Science (5 credits)

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## 13. Electronic Calculators

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BTEC 130 (1 credit)

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## 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*

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## 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*

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## 16. Individual Income Taxation

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ACCT 244 (5 credits)

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

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## 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*



## 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) )
- Business Management for BAS-OLTM - AAS-T ( [lowercolumbia.edu/program-maps/business/AAS-T-Business-Management-for-BAS-OLTM](http://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](http://lowercolumbia.edu/program-maps/business/COC-Community-Health-and-Wellness-Advocate) )
- General Business – COP ( [lowercolumbia.edu/program-maps/business/COP-General-Business](http://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](http://lowercolumbia.edu/program-maps/business/COP-Medical-Billing-and-Coding-Specialist) )
- Medical Office Administration - AAS ( [lowercolumbia.edu/program-maps/business/AAS-Medical-Office-Administration](http://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](http://lowercolumbia.edu/program-maps/business/AAS-Medical-Office-Administration-to-BAS-OLTM) )
- Medical Reception - COP ( [lowercolumbia.edu/program-maps/business/COP-Medical-Reception](http://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](http://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](http://lowercolumbia.edu/program-maps/business/BAS-OLTM-PT) )
- Retail Management – COC ( [lowercolumbia.edu/program-maps/business/COC-Retail-Management](http://lowercolumbia.edu/program-maps/business/COC-Retail-Management) )