

Associate in Applied Science (AAS)

Accounting Technician

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.

Degree Requirements

- **Communications:**
5 credits - ENGL& 101 English Composition I OR BUS 119 Business Communications.
- **Quantitative Skills:**
8 credits – MATH 088 or higher AND BUS 104 (Business Math).
- **Human Relations/Social Sciences/Diversity:**
5 credits – BUS 144 Management of Human Relations:DIV.
- **Humanities or Natural Sciences:**
5 credits – from the Distribution List.

Program Requirements

ACCT 101	Intro to Accounting Concepts	5
ACCT 150	Payroll Accting/Bus Tax Reporting	5
ACCT& 201	Principles of Accounting I	5
ACCT& 202	Principles of Accounting II	5
ACCT& 203	Principles of Accounting III	5
ACCT 241	Intro to QuickBooks	5
ACCT 244	Individual Income Taxation	5
ACCT 275	Accounting Tech Capstone	5
ACCT 288/289	Cooperative Education	5
BUS& 101 OR ECON& 201 OR ECON 105	Intro to Business OR Micro Economics OR Intro to Economics	5
BUS 150	Customer Service/Management	5
BTEC 130	Electronic Calculators	1
BUS& 201	Business Law	5
BTEC 131	Intro to Spreadsheets	5
BTEC 135	Advanced Data Analysis	5

One of the following 5 credit courses may be substituted for ACCT 288/289 with program advisor, (Jim Stanley), permission:

BUS 150	Customer Service/Management	5
ECON& 202	Macro Economics	5
CMST& 230	Small Group Communications	5

Diversity and Distribution Lists are available in the Lower Columbia College Academic Catalog and at lowercolumbia.edu/catalog.

Total credits required to earn this degree: 94 with a cumulative grade point average (GPA) of at least 2.0 in the program requirements.

Students completing this program should acquire the following skills and abilities:

- Demonstrate competency in performing all steps in the accounting cycle, individual taxation, managerial accounting, and payroll processing. (GS)
- Apply foundational accounting concepts. (GS)
- Display effective problem solving and decision-making skills within the different accounting fields. (GS)
- Demonstrate proficiency in the utilization of common accounting software tools, including, but not limited to, the following: QuickBooks, Microsoft-Access, and Microsoft-Excel.
- Recognize the commitment to lifelong learning required of those in the accounting profession.
- Apply the use of customer service skills in business environments. (GS)
- Demonstrate familiarity with Contract Law and the Uniform Commercial Code. (GS)
- Communicate business, financial and accounting information to appropriate constituents. (GS)

Revised May 2019 (effective Summer 2019)

Planner

The distribution lists are in the LCC Catalog. If you are online, click on the links below:

Diversity Course List

Distribution List

Advisor: Jim Stanley, (360) 442-2713, jstanley@lowercolumbia.edu; Dana Cummings, (360) 442-2718, dcummings@lowercolumbia.edu

Fall Quarter			Winter Quarter			Spring Quarter			Summer Quarter		
√	Courses	Crs	√	Courses	Crs	√	Courses	Crs	√	Courses	Crs
	ACCT 101 (F,W,Sp)	5		ACCT& 201 (F,W)	5		ACCT& 202 (W,Sp)	5			
	MATH 088 (A)	3		BUS 104 (A)	5		BTEC 131 (A)	5			
	ENGL& 101 (A) OR BUS 119 (F,W)	5		BUS 144 (A)	5		ACCT 150 (Sp)	5			
	BUS 100 (A)	5		CS 110 (A)	3		BUS 150 (W,Sp)	5			
	Total:	18		Total:	18		Total:	20		Total:	

Fall Quarter			Winter Quarter			Spring Quarter			Summer Quarter		
√	Courses	Crs	√	Courses	Crs	√	Courses	Crs	√	Courses	Crs
	BUS& 101 (A) OR ECON& 201 (A) OR ECON 105 (A)	5		HUMANITIES / NAT. SCIENCE			ACCT& 203 (Sp)	5			
	ACCT 241 (F)	5		BUS& 201 (W,Sp)	5		ACCT 288/289 (A)	5			
	ACCT 244 (F)	5		BTEC 135 (F,W,Sp)	5		ACCT 275 (Sp)	5			
	Total:	15		Total:	15		Total:	15		Total:	

Notes:

Program planning is based on information available at the time of preparation. It is the student's responsibility to meet with their LCC advisor. Consult the LCC catalog for LCC graduation requirements.

Legend:

- A - Course usually offered all quarters.
- F - Course usually offered Fall Quarter.
- W - Course usually offered Winter Quarter.
- Sp - Course usually offered Spring Quarter.
- S - Course usually offered Summer Quarter.

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