

Associate in Applied Science (AAS)

Accounting Technician

Provides skills for entry-level accounting positions such as accounting technician, accounts payable, accounts receivable in private industry, state, and local government.

For a roadmap that identifies the preferred sequencing of courses and other specific recommendations from faculty, please see the corresponding program map(s):

- [Accounting Technician Associate in Applied Science \(AAS\) \(lowercolumbia.edu/program-maps/business/AAS-Accounting-Technician\)](http://lowercolumbia.edu/program-maps/business/AAS-Accounting-Technician)

Degree Requirements

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

LCC students must meet distribution requirements for associate degrees and specific certificates. See [Diversity and Distribution Lists \(lowercolumbia.edu/publications/catalog/distribution-lists/\)](http://lowercolumbia.edu/publications/catalog/distribution-lists/) for more information.

General Education Requirements

- **Communications:**

5 credits - ENGL& 101 English Composition I **OR**
BUS 119 Business Communications

- **Quantitative Skills:**

5 credits – BUS 104 Business Math

- **Social Sciences/Diversity:**

5 credits – BUS 144 Management of Human Relations: DIV.

- **Humanities or Natural Sciences:**

5 credits – from the *Distribution List*

Program Requirements

Course Code	Course Title	Number of Credits
ACCT 101	Intro to Accounting Concepts	5
ACCT 150	Payroll Accounting/Bus Tax Reporting	5

Course Code	Course Title	Number of Credits
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	Cooperative Work Experience	4
BUS& 101 OR ECON& 201 OR ECON 105	Intro to Business OR Micro Economics OR Intro to Economics	5
BUS 100	Foundations of Business Success	3
BUS 150	Customer Service/ Management	5
BUS& 201	Business Law	5
BTEC 130	Electronic Calculators I	1
BTEC 131	Intro to Spreadsheets	5
BTEC 135	Advanced Data Analysis	5
COLL 289	Employment Portfolio Seminar	1

One of the following 5 credit courses may be substituted for ACCT 288/COLL 289 with permission from program advisor:

Course Code	Course Title	Number of Credits
CMST& 220	Public Speaking	5
CMST& 230	Small Group Communication	5
ECON& 202	Macro Economics	5

Program Outcomes

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)

Notes

Revised December 2020 (effective Fall 2021)

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.