

Accounting Technician

Associate in Applied Science - Transfer (AAS-T)
for LCC BAS-OLTM

Accounting is a critical business function offering many career opportunities. Students will 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.

The Accounting Technician program offers an introduction into taxation, computerized accounting as well as financial and managerial accounting and meets the academic requirements to apply for admittance into Lower Columbia's Bachelor of Applied Science (BAS) degree. The BAS in Organizational Leadership and Technical Management (BAS-OLTM), along with the foundation of the Accounting Technician (AAS-T) degree, prepares accounting practitioners for positions in leadership, technical management and supervision.

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 - Transfer \(AAS-T\) for LCC BAS-OLTM](https://lowercolumbia.edu/program-maps/business/AAS-T-Accounting-Technician-to-BAS-OLTM) (lowercolumbia.edu/program-maps/business/AAS-T-Accounting-Technician-to-BAS-OLTM)

Degree Requirements

Total credits required to earn this degree: 99 with a cumulative grade point average (GPA) of at least 2.0 in the program requirements.

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

General Education Requirements

- **Communications:**
5 credits - ENGL& 101 English Composition I
- **Quantitative Skills:**
5 credits – MATH& 107 Math in Society or higher except MATH& 131
- **Human Relations / Diversity:**
5 credits – BUS 144 Management of Human Relations: DIV
- **Natural Sciences:**
5 credits – Natural Science with lab course from the *Distribution List*
- **Social Sciences:**
5 credits – BUS& 101 Intro to Business OR ECON& 201 Micro Economics

Program Requirements

Students must pass each course listed in Program Requirements with a 'C' or above.

Course Code	Course Title	Number of Credits
ACCT 101	Intro to Accounting Concepts	5

Course Code	Course Title	Number of Credits
ACCT 150	Payroll Accounting and Business 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	Cooperative Work Experience	4
BTEC 130	Electronic Calculators I	1
BTEC 131	Intro to Spreadsheets	5
BTEC 135	Advanced Data Analysis	5
BUS 100	Foundations of Business Success	3
BUS 104	Business Math Applications	5
BUS 150	Customer Service/ Management	5
BUS& 201	Business Law	5
COLL 289	Employment Portfolio Seminar	1

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

Course Code	Course Title	Number of Credits
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 May 2023 (effective Summer 2023)

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.