Admission Requirements
To qualify for admission, a student must be a high school graduate or GED recipient. Students not meeting these requirements should contact the Admissions Office at Ohio University Chillicothe for further information concerning admission.

Course of Study
The Accounting Technology (ATCH) curriculum may be pursued on either a full-time or part-time basis with day and evening classes available. Students typically start fall semester, but may enter the program at any point during the academic calendar. Full-time students should take 15 or more credit hours per semester. Part-time students may pursue the degree at a rate they desire, however a minimum of seven credit hours of coursework each semester is recommended. Students completing the degree requirements will earn an Associate in Applied Business Degree in Accounting Technology.

Financial Resources
Students are eligible for many different financial aid resources. These include:

- Federal Grants and Loans
- Ohio University Scholarships
- State Grants and Loans

To begin the process, you should apply for financial aid at www.fafsa.gov as soon as possible. For Ohio University Chillicothe, use the University Federal School Codes: 003100 and 003102.

ATCH Facilities
The ATCH program is supported by exceptional academic resources that include library resources, academic computing resources, and other research capabilities. Specific resources include, but are not limited to, academic computing labs, essential software (Excel, PowerPoint, Word, etc.), OhioLINK, ALICE, and Blackboard.

For More Information
If you are interested in this program, please use the following contact information to submit any requests:

Ohio University Chillicothe
Accounting Technology
Tanya Hire, Program Advisor
101 University Drive
Chillicothe, OH 45601
Tel: 740.774.7284
Fax: 740.774.7214
bibilert@ohio.edu

www.ohio.edu/chillicothe/academics/degreesandprograms/accountingtechnology.cfm
Accounting Technology (AA5002)

First Year

**Fall Semester**

- **ENG 1510** Writing & Rhetoric I 3
- **MATH 1200** College Algebra (or higher) 4
- **ATCH 1030** Financial Accounting Proc. 3
- **COMS 1010** Human Communication 3
  
  or  
  
  **COMS 1030** Public Speaking 3
- **BMT 2000** Business Computing 3

- **ATCH 1250** Introduction to Computers 3

**TOTAL** 16

**Spring Semester**

- **BUSB 2000** Law & Society 3
- **OTEC 2300** Business Communications 3
- **ATCH 1040** Managerial Accounting Proc. 3
- **Tier II Social Science NOT ECON or MGT** 3
- **ECON 1000** Survey of Economics 3
  
  or  
  
  **ECON 1030** Microeconomics 3

**TOTAL** 15

Second Year

**Fall Semester**

- **ATCH 2040** Electronic Data Processing 3
- **ATCH 2050** Manufacturing Accounting 3
- **ATCH 2250** Federal Income Tax Procedures 3
- **Required elective (ECON 1040 or PHIL 1200 or PHIL 1300 or PHIL 2350 or MGT above 2000)** 3
- **BMT 1100** Introduction to Management 3
  
  or  
  
  **MGT 2000** Introduction to Management 3

**TOTAL** 15

**Spring Semester**

- **ATCH 2030** Tax & Governmental Reporting 3
- **ATCH 2330** Accounting Info. Systems 3
- **ATCH 2410** Auditing Procedures 3
- **BMT 1400** Concepts of Marketing 3
  
  or  
  
  **MKT 2020** Marketing Principles 3
  
  or  
  
  **SAM 3020** Consumer Marketing 3
- **ATCH 2090** Business Statistics 3
  
  or  
  
  **BMT 2100** Managing Finance in Business 3

**TOTAL** 15

**Program Description**

The AAB in Accounting Technology is structured to provide students the accounting skills needed to perform such duties as payroll, accounts receivable, accounts payable, general ledger, bookkeeping, auditing, and tax return preparation. First-year students will take courses that focus on basic financial and managerial accounting concepts including financial statement preparation and analysis, budgeting and capital project evaluation. Second-year students will apply basic knowledge utilizing practice sets and real world case studies. Spreadsheet packages and modern accounting specific software are heavily integrated into the program.

**Associate in Applied Business**

The mission of the Accounting Technology Program (ATCH) at Ohio University Chillicothe is to provide a two-year program for accounting technicians leading to the Associate in Applied Business Degree. The goal of the program is to prepare graduates to enter the workforce in junior accountant positions in a number of job sectors, after fulfilling the degree requirements of accounting technology career courses and completing the Applied Business Core courses plus some electives.

**Career Opportunities**

Graduates have obtained employment with hospitals, school boards, CPA firms, retail stores, and corporations, with duties including payroll, accounts receivable/payable, general ledger bookkeeping, auditing, and tax return preparation. Individuals who are logical, detail oriented and have some flair for numbers will find that accounting technology offers them solid careers with many job opportunities.