**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
biblert@ohio.edu

www.ohio.edu/chillicothe/academics/degreesandprograms/accountingtechnology.cfm
### First Year

#### Fall Semester
- ENG 1510 Writing & Rhetoric I 3
- MATH 1200 College Algebra (or higher) 4
- ATCH 1030 Financial Accounting Proc. 3
- Communications (COMS 1010 or COMS 1030) 3
- Computer Apps (BMT 2000 or CTCH 1250) 3
- TOTAL 16

#### Spring Semester
- BUSL 2000 Law & Society 3
- ATCH 1040 Managerial Accounting Proc. 3
- ATCH 2030 Tax & Governmental Reporting 3
- Economics (ECON 1000 or ECON 1030) 3
- Business Comm (OAT 2300 or BMT 2600) 3
- TOTAL 15

### Second Year

#### Fall Semester
- ATCH 2040 Electronic Data Processing 3
- ATCH 2250 Federal Income Tax Procedures 3
- Required Elective (ATCH 2090 or BMT 2100) 3
- Tier II Social Science (NOT ECON or MGT) 3
- Management (BMT 1010, BMT 1100, or MGT 2000) 3
- TOTAL 15

#### Spring Semester
- ATCH 2050 Manufacturing Accounting 3
- ATCH 2330 Accounting Info. Systems 3
- ATCH 2410 Auditing Procedures 3
- Required Elective (PHIL 1200, PHIL 1300, or PHIL 2350) 3
- Required Elective (BMT 1400, MKT 2020, or MGT 2xxx) 3
- TOTAL 15

### Program Progression

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. Students are also prepared to continue their studies toward a Bachelor of Science in Applied Management (BSAM) or Bachelor of Technical and Applied Studies (BTAS).

### Overview of the ATCH Program

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.

### 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.