The mission of the Accounting Technology Program (ATCH) at Ohio University Lancaster Campus 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.

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.

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 possibilities.

Degree Requirements

Core Requirements

- ENG 1510 Writing & Rhetoric I
- MATH 1200 College Algebra (or higher)
- BUSL 2000 Law and Society
- COMS 1010 Fundamentals of Human Communication
  or COMS 1030 Fundamentals of Public Speaking
- ECON 1030 Principles of Microeconomics
- OTEC 2300 Business Communication
- BMT 2000 or CTCH 1250 Introduction to Business Computing
- Tier II Social Science Elective (2SS) (cannot be used to satisfy another requirement)

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Major Requirements

ATCH 1030  Financial Accounting Procedures
ATCH 1040  Managerial Accounting Procedures

Take six of the following:
ACHE 2030  Tax & Government Reporting Procedures
ACHE 2040  Electronic Data Processing Procedures
ACHE 2050  Manufacturing Accounting
ACHE 2090  Business Statistics
ATCH 2250  Federal Income Tax Procedures
ATCH 2330  Accounting Information Systems
ATCH 2410  Auditing
BMT 2100  Managing Finance in Business

Take one of the following:
BMT 1010  Business and Its Environment
or BMT 1100  Introduction to Management
or MGT 2000  Introduction to Management

Three of the following (none can be previously used in another category):
ECON 1040  Principles of Macroeconomics
PHIL 1200  Principles of Reasoning
or PHIL 1300  Introduction to Ethics
or PHIL 2350  Business Ethics
Any 3000 level BUSL
Any 2000 level MGT or higher
MATH 1350  Survey of Calculus
BMT 1400  Concepts of Marketing or MKT 2020
Marketing Principles (1) 2000 level ATCH, 
CTCH or BMT Course

Associate to Bachelor Degree Options

Students may wish to continue their studies toward:
Bachelor of Science in Applied Management (BSAM) or 
Bachelor of Technical and Applied Studies (BTAS)

Admission Requirements

To qualify for admission, a student must be a high school graduate or have completed the requirements 
for the GED. Visit www.ohio.edu/lancaster/futurestudents/admissions.cfm for more information.

Student Services
Ohio University Lancaster Campus
740.654.6711 or 888.446.4468, ext. 215
www.ohio.edu/lancaster

Your Path to Promise:
Ohio University Lancaster offers all the benefits and services of 
a major university; the convenience of a community college; 
the affordability of state-assisted tuition; the hands-on 
learning opportunities of a technical school; and the academic 
foundation of a university education.

Situated on 113 acres on the northern edge of Lancaster, the 
campus serves students from throughout central Ohio. The 
two largest buildings, Brasee Hall and Herrold Hall, house 
classrooms, state-of-the-art laboratories, faculty offices, a 
library, art studios, an art gallery, a gymnasium, theatre, 
an exercise room, a dance studio, a student lounge, and a 
bookstore. The library offers more than 60,000 volumes, 
research databases, OhioLINK access, and a learning commons.

All of the Lancaster campus faculty members hold at least 
a master's degree in their fields. More than half of the 
professors teaching in traditional academic areas such as the 
humanities, the social/behavioral sciences, the natural sciences, 
and mathematics hold doctoral degrees. All of the technical 
faculty have master's degrees and bring employment-oriented 
experience to their labs and classrooms.

To keep abreast of developments in their fields, professors 
actively conduct research, write and present papers at national 
and international conferences, and publish journal articles 
and books. Faculty members also advise students in selecting 
courses that meet degree requirements and assist students 
when they have difficulties understanding course materials.

People of all ages and all backgrounds take courses for 
credit and non-credit at Ohio University Lancaster and the 
Pickerington Center each year. Students, instructors, and 
professors believe this mix makes a vital contribution to the 
learning experience.

Many students work part- or full-time and find that scheduling 
classes around employment is indeed possible. Most students 
who are employed full time take less than a full course load. 
Students may choose day or evening classes.

Services available to Ohio University Lancaster students 
include career planning, job placement, basic skills education, 
a tutoring (Learning Resources) center, a bookstore, food 
services, babysitting for pre-school age children, financial aid 
counseling, and assistance with veteran's benefits. Students 
attending the Lancaster campus may take advantage of any 
services offered to Athens students.