Program Overview
The mission of Central Ohio Technical College is to meet the technical education and training needs of students and employers in the area.

Education that pays cotc.edu Newark-Coshocton Knox-Pataskala

Accounting Technology

Program Summary
Central Ohio Technical College awards the Associate of Applied Business degree to graduates of the Accounting Technology program. Accounting Technology students become proficient in computerized accounting using general ledger software products. Students take a wide variety of accounting courses, for example:

- Auditing
- Managerial Accounting
- Financial Accounting
- Governmental Accounting
- Payroll
- Taxation
- Fraud Examination

Students benefit from real life experiences of faculty members who have worked many successful years in the business world, by learning the practical application of accounting principles. To round out their education, Accounting Technology students take general education courses: composition, math elective, humanities, and science.

Because many students prefer to work while pursuing their degree, Accounting Technology offers a flexible schedule. Students may enroll full or part time and find that most courses are offered evenings as well as daytime.

Learning Outcomes
Upon completing the plan of study the student will be able to:

- Recognize and record accounting transactions and understand their need and importance in supporting the accounting functions of business.
- Interpret, analyze, and evaluate financial information relating to an organization.

- Analyze, understand and apply tax laws and regulations to specific tax situations in order to prepare federal, state, and local income tax returns for individuals.
- Use critical thinking skills to make decisions that reflect legal and ethical standards of the accounting profession.
- Analyze and record financial and payroll transactions using computerized software.
- Record business transactions and prepare financial transactions and statements for manufacturing businesses.
- Understand and prepare financial transactions and statements for governmental agencies.

The Accounting Profession
Accounting is more than numbers. It is a diverse and dynamic profession which provides exciting, stimulating, and intellectual challenges. COTC’s accounting program develops critical thinking skills as well as oral and written communication skills which are needed for everyday decision making in businesses. Accountants play a vital role in providing financial reports to the businesses, governments, and charitable organizations. Completion of the Accounting Technology program prepares a student for a variety of positions within the industry.

Career Opportunities
Accountants perform diversified activities and are involved with people from many other occupations. Graduates will find that full-time and part-time job opportunities are available. Possibilities include but are not limited to:

- Bookkeeper
- Payroll Clerk
- Purchasing Agent
- Accounts Receivable/Payroll Clerk
- Fiscal Analyst

According to the U.S. Department of Labor, Bureau of Labor Statistics employment of accountants and auditors is projected to grow 11 percent from 2014 to 2024, faster than the average for all occupations. In general, employment growth of accountants and auditors is expected to be closely tied to the health of the overall economy. As the economy grows, more workers should be needed to prepare and examine financial records. The median annual wage for accountants and auditors was $68,150 in May 2016.


Important Student Characteristics
Accountants are the center of a company’s activities and view all the phrases of business operations in great detail. They are often consulted as an integral part of the corporate decision-making process. To excel in the profession, accountants should have the following characteristics:

- Commitment to accuracy
- Desire to analyze/interpret data
- Inquiring mind
- Interest in mathematics and enjoy working with figures
- Trustworthy and hold high standards of integrity
- Ability to concentrate for extended periods of time

See reverse side for more information.
Transferability
COTC graduates of Accounting Technology who wish to continue on to a bachelor’s degree will find most of their credits are accepted at several area colleges. Academic institutions such as Franklin, Mount Vernon Nazarene, Ohio Dominican, Devry, and Otterbein universities are very excited about COTC graduates and participate in on-campus recruitment programs.

Bookkeeping Skills COTC Certificate
The certificate curriculum includes 7 courses consisting of 16 credit hours, emphasizing computerized data entry and basic accounting skills. All courses in the Bookkeeping Skills COTC certificate are included in the Accounting Technology plan of study as well.

How do I Start?
If you are a new student, you should apply online at cotc.edu. If you are a current or returning COTC student, contact one of the Gateway Offices listed below, send an e-mail to cotcadmissions@cotc.edu or connect with the Gateway website at http://www.cotc.edu/Admissions/Pages/Welcome-to-the-Gateway.aspx

Newark Campus 740.366.9222
800.963.9275 Ext. 222
Coshocton Campus 740.622.1408
Knox Campus 740.392.2526
Pataskala Campus 740.755.7090

For specific questions regarding Accounting Technology contact:
• Amy Stahl, Instructor of Accounting Technology at astahl@cotc.edu

Faculty Advisors can be reached during the academic year from August to May.

Accreditation/ Membership
Central Ohio Technical College is accredited by The Higher Learning Commission and is a member of the North Central Association.
Phone: 312.263.0456
ncahighered.org

COTC is also a member of the American Association for Higher Education, the American Association of Community Colleges, the American Council on Education, the American Technical Education Association, Inc., the Ohio Association of Two-Year Colleges and the Ohio College Association.

Non-Discrimination Statement
Central Ohio Technical College is committed to building and maintaining a diverse community to reflect human diversity, and to improve opportunities for all. The college is committed to equal opportunity and eliminating discrimination. This commitment is both a moral imperative consistent with an intellectual community that celebrates individual differences and diversity, as well as matter of law. Central Ohio Technical College does not discriminate on the basis of age, ancestry, color, disability, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, race, religion, sex, sexual orientation, protected veteran status, or any other basis under the law, in its activities, programs, admission and employment. General information, questions, concerns or complaints related to these matters are to be directed to the Title IX Coordinator Holly Mason, Warner Center, Suite 236, Ohio State Newark/COTC, 1179 University Drive, Newark, Ohio 43055-1797 (740.364.9578) or ADA/504 Coordinator Connie Zang at the same location.