

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.



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Accounting Technology

Central Ohio Technical College awards the Associate of Applied Business 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.

COTC also offers evening and weekend degree tracks in Accounting Technology that are mapped out from start to finish to fit your busy life. You will find the support to succeed as you learn and study with the same group while completing your degree. Available at all four campuses and partially online.

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.

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.

Important Student Characteristics

Accountants are the center of a company's activities and view all the phases 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

Career Opportunities

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.

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

See reverse side for more information.

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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 2017 median annual wage for accountants and auditors was \$69,350.

Source: <https://www.bls.gov/ooh/business-and-financial/accountants-and-auditors.htm>

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.

How do I Start?

New students can complete the **free** online application for admission at cotc.edu/apply. Current or returning students can contact The Gateway at any of our four campus locations for your next steps.

The Gateway:

Newark Campus	740.366.9222 800.963.9275
Coshocton Campus	740.622.1408
Knox Campus	740.392.2526
Pataskala Campus	740.755.7090

cotc.edu/gateway

COTC Admissions:

cotcadmissions@mail.cotc.edu

COTC Academic Advising:

cotcadvising@mail.cotc.edu

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

hlcommission.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, gender identity or expression, genetic information, HIV/AIDS status, military status (past, present or future), national origin (ancestry), race, religion, sex, sexual orientation, protected veteran status, status as a parent during pregnancy and immediately after the birth of a child, status as a parent of a young child, status as a foster parent 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.



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