

ACCOUNTING

Is Accounting for me?

The field is for you if you ...

- Enjoy working with numbers and have a strong math aptitude.
- Like state-of-the-art computer technology and want to combine it with accounting.
- Enjoy working in an office setting.
- Are detail oriented and organized.
- Work well with people.
- Effectively follow instructions and assume responsibility.
- Desire a job with a good salary and potential for advancement.
- Are willing to keep current in the field.

What skills will I need for this field?

You will need to ...

- Have knowledge of accounting principles and methods.
- Be able to prepare accurate accounting reports.
- Possess good oral and written communication skills.
- Have the ability to operate calculators and computers.
- Be familiar with data processing techniques and spreadsheet programs.

What is the work atmosphere like?

Indoor office area, sitting 80 to 100 percent of the time, handling detail in financial reports and computer programs. May involve extensive travel for those working for large firms requiring the accountant to be adaptable to various offices or clients.

What are my degree options?

Certificates

Accounting
Advanced Accounting
Clerical Accounting

Associate's Degree

Associate in Applied Science (AAS)
Associate in Arts (AA)

Bachelor's Degree

Bachelor's degrees are available by transferring to four-year colleges and universities. For example: University of Illinois, Northern Illinois University, DePaul University, Loyola University-Chicago

Professional Certification

In certain circumstances, the Illinois Department of Professional Regulation must license Certified Public Accountants and Accountants by requiring an exam, one year of experience and payment of a fee. Renewal is every two years, with continuing professional education required.

What are my career opportunities?

Those with education and experience will be able to find positions in the area of accounting or finance. A degree from a bachelor institution, and, in many cases, certification as a Certified Public Accountant, Enrolled Agent (tax) and/or Certified Management Accountant will enhance opportunities to advance to intermediate corporate positions with one or two years experience. Some advance to executive positions or open their own accounting firms.

What can I do with these degrees?

If you have completed ...

High School Diploma

Accounting Clerk, Bank Teller, Brokerage Clerk, Collector

Certificate

Accounts Payable Clerk, Accounts Receivable Clerk, Credit Authorizer, Credit Investigator, Insurance Clerk, Statement Clerk

Associate in Applied Science Degree

Auditing Clerk, Bookkeeper, Cost Accountant, Credit Analyst, Loan Officer, Payroll Clerk, Purchasing Agent, Tax Preparer

Bachelor's Degree

Accountant, Assistant Controller, Auditor, Chief Financial Officer, Controller, Credit Manager, Financial Analyst, Internal Revenue Agent, Investment Banker, Lending Officer, Management Consultant, Tax Specialist

How can I prepare now?

Recommended courses ...

Math

Algebra or Applied Algebra, Business Math

Science

Computer and Physical Science

Communications

Advanced Reading, Writing, Business Writing, Speech

Occupational Electives

Accounting, Business, Finance

Recommended Supporting Electives

Keyboarding, Data Processing, Business Law, Software Programs, Economics

What should I take in my first semester at C.O.D.?

Accounting 1140: Financial Accounting *OR*
Accounting 1110: Accounting Procedures
Business 1100: Introduction to Business
English 1101: Composition I
CIS 1150: Introduction to Computers *or*
CIS 1110: Using Computers: An Introduction

Whom can I talk to for more information?

Business and Technology Division
(630) 942-2592

For further information on the Associate in Applied Science Degree curriculum, see your program coordinator, or go to www.cod.edu.

What about my articulated credit?

Check with your high school coordinator to see if you are eligible for articulated credit at College of DuPage.