

Accounting Overview

Accountants prepare, analyze and verify financial reports and taxes. They also monitor information systems that furnish this information to managers in business, industry and government. The duties of an accountant vary depending upon their chosen field of work. Additionally, they often concentrate on one aspect of accounting within a particular field.

Public Accountants have their own businesses or work for public accounting firms. They perform a broad range of accounting, auditing, tax and consulting functions for their clients. Management accountants record and analyze the financial information of the companies for which they work. Other responsibilities include budgeting, performance evaluation, and cost and asset management. Internal auditors verify the accuracy of their organization's records and check for mismanagement, waste and fraud. Government accountants maintain and examine the records of government agencies and audit private businesses and individuals whose activities are subject to government regulations or taxation.

The Accounting Program

- ✓ Convenient day, evening and weekend hours for both full and part-time students
- ✓ Basic Certificates, four available
- ✓ Possible credit for high school courses under Tech Prep Articulation Agreement
- ✓ ECEP credit for prior learning may be available to qualified students
- ✓ Educational guarantee of job competency for Associates in Applied Science Degree graduates
- ✓ Many courses transfer to four-year colleges and universities; contact the Transfer Center at extension 2310 for additional information and to obtain a copy of the Career Program Transfer Guide
- ✓ Financial aid including grants and scholarships available to qualified students

- ✓ Expert, caring faculty with real-world work experience
- ✓ Career Development and Job Center available
- ✓ Child care facilities and public transportation available at main campus

For more information, please contact Department Chair, Richard Evans, MBA, MSMIS, MM, at (708) 596-2000, Ext. 2441.

Programs

- ✓ Tax Preparer Basic Certificate
- ✓ Computerized Accounting Basic Certificate
- ✓ Accounting Paraprofessional Basic Certificate
- ✓ Accounting Certificate
- ✓ Bookkeeping Certificate
- ✓ Associate in Applied Science Degree in:
 - ✓ Accounting
 - ✓ Accounting Systems-Information Management



SOUTH SUBURBAN COLLEGE

15800 S. State St.
South Holland, IL 60473
www.ssc.edu

Board of Trustees

Frank M. Zuccarelli, *Chairman*
John A. Daly, Vice-Chair • Anthony P. DeFilippo
Jacqueline Martin • Janet M. Rogers • Terry R. Wells
Joseph Whittington Jr.

ACCOUNTING

Earn your Certificate
or Associate in
Applied Science
Degree in this
Accredited Program.

Employment Profile

The outlook for employment in the accounting field is good and is expected to rise. Employment may be found in settings including, manufacturing, retail and service businesses, governmental agencies, and non-profit organizations. The Accounts Receivable specialty, from collection specialists to managers, is among the highest in demand, as growing firms are adjusting to a rising volume of incoming payments for products and services. Demand for Cost Accountants is also strong as manufacturing and service firms continue to expand. Entry-level bookkeepers/accounting clerks with an Associate's Degree earn approximately \$33,710 - \$16.21 per hour.

Additional information may be found on the SSC website, www.ssc.edu, under Academics/Career Programs. Occupation outlook information for Illinois may be found on the Internet by visiting either stats.bls.gov/emphome.htm, or lmi.ides.state.il.us or www.futurecpa.org.

Program Information

South Suburban College's Accounting program is structured to help students meet their goals, whether they wish to obtain a Basic Certificate, Certificate, Associate in Applied Science Degree or transfer Degree.

Students will learn to record and analyze transactions, and prepare and analyze financial statements, payroll and taxes. They will be introduced to specific applications of accounting including partnership and corporate data, investments, securities and cost accounting.

Hands-on experience will be gained using QuickBooks Software on the computer for processes including general ledger; accounts receivable and payable; payroll; and financial statements.

An Accounting Systems Information Management Degree option is available to provide students with a solid foundation in accounting, data processing and management to meet the needs of today's modern corporation.

Quick Facts: Bookkeeping, Accounting, and Auditing Clerks

| | |
|---|--|
| 2010 Median Pay | \$34,030 per year \$16.36 per hour |
| Entry-Level Education | High school diploma or equivalent, Some College, Associates Degree |
| Work Experience in a Related Occupation | None |
| On-the-Job Training | Moderate-term on-the-job training |
| Number of Jobs, 2010 | 1,898,300 |
| Job Outlook, 2010-20 | 14% (About as fast as average) |
| Employment Change, 2010-20 (Additional Jobs) | 259,000 |

Admission Requirements

Admission requirements vary for each of the programs and are described in the college catalog. For more information, please contact the Business & Technology Programs Office at (708) 596-2000 Ext. 2664.

**Our Mission Is To Serve
Our Students and the
Community Through
Lifelong Learning.**

