

CERTIFICATE PROGRAM

Danville Area Community College
2009-2010

Accounting

Certificate Program

This program is designed to develop the specific skills required for employment in the accounting field. Currently employed workers will find the specialized study an opportunity to upgrade their employment level.

REQUIRED COURSES	HOURS	F,S,I,SU	GRADE
First Semester			
CACC 101 Financial Accounting	3		
# BOFF 228 Intro to Word (pre: BOFF 130)	2		
Mathematics Elective	3		
# BOFF 225 Excel I	3		
Communications Elective	3		
Total	14		
Second Semester			
CACC 105 Managerial Accounting	3		
BACC 229 Individual Income Tax Accounting <i>OR</i>			
BACC 230 Business Income Tax Accounting	3		
BACC 130 Payroll Accounting	3		
CACC 166 Cost Accounting (pre: CACC 105)	3		
Total	12		
Third Semester			
CACC 108 Intermediate Accounting I	3		
BACC 228 Computerized Accounting	3		
BACC 120 Principles of Finance	3		
# BOFF 226 Access I (pre: BOFF 130)	3		
Total	12		

Total Hours 38

Enrollment in developmental classes may increase the length of time it takes to complete a certificate.

Prerequisite: BOFF 130 Windows class (or concurrent enrollment) or a qualifying score on the Windows Placement Test.