

**THIS IS A CAREER DEGREE.
IT IS NOT DESIGNED TO TRANSFER TO A FOUR YEAR UNIVERSITY.**

**Danville Area Community College
2009-2010**

Accounting Office Personnel

Associate in Applied Science Degree

This program prepares the students for positions in business with a specialty in accounting and a major emphasis in office systems. This is an occupational program typically not designed to transfer. However this program has been articulated to some senior institutions. Please contact a counselor for specific details.

Designated as a Partnership for College & Career Success program.

First time degree seeking students must complete INST101, Success in College, as a requirement for graduation.

REQUIRED COURSES	HOURS	F,S,I,SU	GRADE
First Semester			
+ BOFF 121 Typing & Document Processing	3		
* MATT 104 Business Math	3		
# BOFF 237 Word I (pre: BOFF 130)	3		
# BOFF 225 Excel I (pre: BOFF 130)	3		
CACC 101 Financial Accounting	3		
Total	15		
Second Semester			
# BOFF 238 Word II (pre: BOFF 237)	3		
CACC 105 Managerial Accounting (pre: CACC 101)	3		
BOFF 230 Excel II (pre: BOFF 225)	3		
CBUS 104 Introduction to Business	3		
* Communications Elective (ENGL 121 or ENGL 101)	3		
Total	15		
Third Semester			
BOFF 151 Records Management	3		
BACC 230 Business Income Tax Accounting	3		
BACC 228 Computerized Accounting (pre: CACC 105)	3		
* BOFF 125 Business Communications (pre: BOFF 114 and BOFF 228; <u>OR</u> BOFF 121; or consent)	3		
CBUS 203 Business Law I	3		
BOFF 108 Ethics in the Workplace	1		
Total	16		
Fourth Semester			
BACC 229 Individual Income Tax Accounting	3		
BACC 130 Payroll Accounting	3		
BOFF 260 Job Search Seminar (pre: completion of 40 hours or consent)	2		
# BOFF 226 Access I (pre: BOFF 130)	3		
* CECN 108 Elements of Economics <u>OR</u> CECN 102 Microeconomic Principles	3		
* Humanities Elective	3		
Total	17		

Total Hours 63

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Accounting Office Personnel (continued)

* General Education.

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

+Placement depends on demonstrated proficiency.

See pages 50-51 for list of Human Relations requirements.

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Enrollment in developmental classes may increase the length of time it takes to complete an associate degree.