

CERTIFICATE PROGRAM

Danville Area Community College
2009-2010

Accounting Office Services

Certificate Program

This program is designed to develop the basic employment skills required for assisting with office and financial records.

REQUIRED COURSES	HOURS	F,S,I,SU	GRADE
+ 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		
CACC 105 Managerial Accounting (pre: CACC 101)	3		
BACC 228 Computerized Accounting (pre: CACC 105)	3		
BACC130 Payroll Accounting (pre: BACC 100 or CACC 101)	3		
BOFF 151 Records Management	3		
BOFF 230 Excel II (pre: BOFF 225)	3		
* BOFF 125 Business Communications (pre: BOFF 114 and BOFF 228; or BOFF 121; or consent)	3		

Total 33

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

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