

CERTIFICATE PROGRAM

Danville Area Community College
2010-2011

Accounting Office

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 108 Ethics in the Workplace	1		
+BOFF 121 Typing & Document Processing	3		
BOFF 130 Windows	2		
BOFF 135 Intro to the Office	3		
#BOFF 237 Word I (pre: BOFF 130)	3		
CACC 101 Financial Accounting	3		
INST 101 Success in College	1		

Total 16

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.

Advanced Accounting Office

Certificate Program

It is strongly suggested that students complete the Accounting Office Certificate before enrolling in this certificate.

REQUIRED COURSES	HOURS	F,S,I,SU	GRADE
BACC130 Payroll Accounting (pre: CACC 101)	3		
ENGL 121 Communication Skills	3		
#BOFF 225 Excel I (pre: BOFF 130)	3		
CACC 105 Managerial Accounting (pre: CACC 101)	3		
* MATT 104 Business Math	3		

Total 15