

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

**Danville Area Community College
2015-2016**

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.

REQUIRED COURSES	HOURS	F,S,I,SU	GRADE
First Semester			
INST 101 Success in College	1		
BOFF 130 Windows	2		
+ BOFF 121 Typing & Document Processing	3		
BOFF 135 Intro. to the Office (pre: enrollment in or completion of BOFF 121 or consent)	3		
# BOFF 237 Word I (pre: enrollment in or completion of BOFF 130)	3		
CACC 101 Financial Accounting	3		
BOFF 108 Ethics in the Workplace	1		
Total	16		
Second Semester			
CACC 105 Managerial Accounting (pre: CACC 101)	3		
# BOFF 238 Word II (pre: BOFF 237)	3		
BOFF 225 Excel I (pre: BOFF 130)	3		
* MATT 104 Business Math	3		
CBUS 104 Introduction to Business	3		
* Communications Elective (ENGL 121 or ENGL 101)	3		
Total	18		
Third Semester			
BOFF 230 Excel II (pre: BOFF 225)	3		
# BOFF 226 Access I (pre: BOFF 225 or consent)	3		
* BOFF 125 Business Communications (pre: BOFF 114 and BOFF 228, <u>OR</u> BOFF 121; or consent)	3		
BACC 230 Business Income Tax Accounting	3		
BACC 228 Computerized Accounting (pre: CACC 105)	3		
CBUS 203 Business Law I	3		
Total	18		
Fourth Semester			
BOFF 151 Records Management	3		
BOFF 260 Job Search (pre: completion of 40 hours or consent)	2		
BACC 130 Payroll Accounting (pre: BACC 100 or CACC 101)	3		
BACC 229 Individual Income Tax Accounting	3		
* CECN 108 Elements of Economics <u>OR</u> CECN 102 Microeconomic Principles	3		
* Humanities Elective	3		
Total	17		
Total Hours	69		

* 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 list of Human Relations requirements.

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