

# Accounting Office Personnel

Career Program at Danville Area Community College  
Financial Aid eligible program

This program prepares students for positions in business with a specialty in accounting and a major emphasis in office systems. Accounting personnel act as an organization's clerical help and have a specialty as financial record keepers. They may handle all aspects of financial transactions. They record debits and credits, compare current and past balance sheets, summarize details of separate ledgers, and prepare reports for supervisors and managers. They may also prepare bank deposits by compiling data from cashiers, verifying and balancing receipts. Other positions may require them to directly work with patients or customers. This program is not designed to transfer to a senior institution.

## Program Specific Courses Include:

- Financial Accounting
- Intro. to Business
- Managerial Accounting
- Computerized Accounting
- Payroll Accounting
- Business Law
- Business Income Tax Accounting
- Individual Income Tax Accounting

## Certificates:

Accounting/Advanced Accounting Certificates: 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 field.

## Job/Employment Information:

*Positions You are Trained for:* Bookkeeping, accounting, payroll, cashier, auditing clerk, customer service representative, interviewing clerk, loan clerk, and credit authorizer.

*Where Can You Find a Job?* Various places of employment include small and large businesses, financial institutions, credit bureaus, hospitals, doctor's offices, and health-care related facilities.

*Expected Salary Range:* For the most current salary information visit [www.ilworkinfo.com](http://www.ilworkinfo.com).

Visit our website at [www.dacc.edu](http://www.dacc.edu) or contact us at 217-443-DACC (3222) for more information. TDD/TTY 217-443-8701

Office Systems





**STEPS TO REGISTER:**

- 1. Application
- 2. Placement Test
- 3. Register

**WAYS TO PAY:**

- 1. Pay in full with cash, check, Visa or MasterCard
- 2. Student Financial Aid. Eligibility must be determined by payment due date.
- 3. FACTS Payment Plan. (Interest Free!)
- 4. Apply for Athletic and/or Academic Scholarships.
- 5. Employer paid or other third party payment such as JTP, TAA, etc.

**PROGRAM SPECIFIC COURSES:**

Check out the DACC website under [www.dacc.edu](http://www.dacc.edu) to find out what specific courses you will be taking for this program of study.

Courses are offered in many different formats to meet individual schedules: Day, Evening, Weekend, Traditional, Online, Video or Interactive Video.

**WHO TO CALL:**

Admissions/Registration .....	443-8800
Advisement/Counseling .....	443-8750
Assessment Center .....	443-8708
Bookstore .....	443-8759
Career Services Center .....	443-8597
Child Development Center .....	443-8833
Financial Aid .....	443-8761
GED/ESL/Adult Ed .....	443-8782
General Information .....	443-3222
Orientation .....	443-8750
Student Support Services .....	443-8853

**Please come visit the DACC Campus!  
Call 443-8750 to schedule a tour.**

Visit our website at [www.dacc.edu](http://www.dacc.edu) or contact us at 217-443-DACC (3222) for more information.  
TDD/TTY 217-443-8701

**Endless  
Possibilities**



**Danville Area  
Community College**

**2000 East Main Street  
Martin Luther King Memorial Way  
Danville, Illinois 61832-5199  
217-443-DACC (3222)  
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217-443-8701 (TDD/TTY)**