

CERTIFICATE PROGRAM

Danville Area Community College
2014-2015

Accounting
Certificate Program

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 level.

REQUIRED COURSES	HOURS	F,S,I,SU	GRADE
First Semester			
CACC 101 Financial Accounting	3		
BACC 130 Payroll Accounting	3		
# BOFF 225 Excel I	3		
Mathematics Elective	3		
BOFF 108 Ethics in the Workplace	1		
Total	13		
Second Semester			
CACC 105 Managerial Accounting	3		
BACC 229 Individual Income Tax Accounting <i>OR</i>			
BACC 230 Business Income Tax Accounting	3		
# BOFF 226 Access I (pre: BOFF 130)	3		
BACC 228 Computerized Accounting	3		
CACC 166 Cost Accounting (pre: CACC 105)	3		
Total	15		
Total Hours	28		

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

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