

CERTIFICATE PROGRAM

Danville Area Community College
2017-2018

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	3		
BACC 100 Intro to 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.

Gainful Employment:

For program costs, completion and graduate information see <http://dacc.edu/aac/cguides/2016-2017>.