

CERTIFICATE PROGRAM

Danville Area Community College
2014-2015

Office Assistant
Certificate Program

This program is designed to provide entry level employment skills for office personnel.

REQUIRED COURSES	HOURS	F,S,I,SU	GRADE
BOFF 108 Ethics in the Workplace	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: BOFF 130)	3		
* MATT 104 Business Math	3		
INST 101 Success in College	1		
Total	16		

* General Education

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.

+ Placement depends on demonstrated proficiency.