

CERTIFICATE PROGRAM

Danville Area Community College  
2015-2016

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**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.

Gainful Employment:

For program costs, completion and graduate information see <http://dacc.edu/aac/cguides/2014-2015>.