

CERTIFICATE PROGRAM

Danville Area Community College  
2019-2020

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**Advanced Office Assistant**  
Certificate Program

REQUIRED COURSES	HOURS	F,S,I,SU	GRADE
BOFF 125 Business Communication Strategies	3		
BOFF 180 Graphic Design Fundamentals for Print & Web	2		
BOFF 226 Database Applications	2		
BOFF 225 Spreadsheet Applications	3		
BOFF 265 Virtual Technology for Business	3		
Total	15		

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

+ Placement depends on demonstrated proficiency.

\* General Education

Gainful Employment:

For program costs, completion and graduate information see

<https://www.dacc.edu/assets/pdfs/cguides/2018-2019/GEA/AdvOfficeAssistant/52.0401-Gedt.html>