

CERTIFICATE PROGRAM

Danville Area Community College
2020-2021

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
<http://www.dacc.edu/assets/pdfs/cguides/2020-2021/GEA/OfficeAssistant.pdf>