

CERTIFICATE PROGRAM

**Danville Area Community College
2021-2022**

Advanced Office Assistant
Certificate Program

REQUIRED COURSES	HOURS	F,S,I,SU	GRADE
BOFF 125 Business Communication Strategies (placement into ENGL 101 or ENGL 121)	3		
BOFF 180 Graphic Design Fundamentals for Print & Web	3		
BOFF 226 Database Applications	2		
BOFF 225 Spreadsheet Applications	3		
BOFF 255 Digital Presentations	3		
BOFF 265 Virtual Technology for Business	3		
	Total	17	

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/2021-2022/GEA/OfficeAssistant.pdf>