Danville Area Community College
2020-2021

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 130 Computer Essentials	2		
+ BOFF 121 Fundamentals of Business Documents	3		
BOFF 237 Word Processing Applications	3		
BOFF 135 Business Etiquette & Ethics	3		
MATT 104 Business Math or MATT 108 Intermediate Algebra	3		
* ENGL 101 *OR* 121 Rhetoric and Composition *OR* Communication Skills	3		

Total 17

Gainful Employment:
For program costs, completion and graduate information see
http://www.dacc.edu/assets/pdfs/cguides/2020-2021/GEA/OfficeAssistant.pdf

March 6, 2020