

**CERTIFICATE PROGRAM**

**Danville Area Community College  
2015-2016**

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**Advanced Office Assistant**  
Certificate Program

It is strongly suggested that students complete the Office Assistant Certificate before enrolling in this certificate.

<b>REQUIRED COURSES</b>	<b>HOURS</b>	<b>F,S,I,SU</b>	<b>GRADE</b>
+ BOFF 122 Document Processing II (pre: BOFF 121/38 wpm)	3		
ENGL 121 Communication Skills	3		
BOFF 180 Layout and Design	2		
BOFF 219 Publisher	2		
BOFF 225 Excel I	3		
BOFF 238 Word II (pre: BOFF 237)	3		
	Total	16	

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>.