

CERTIFICATE PROGRAM

**Danville Area Community College
2017-2018**

Advanced Office Assistant
Certificate Program

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

REQUIRED COURSES	HOURS	F,S,I,SU	GRADE
+ 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/2016-2017>.