

CERTIFICATE PROGRAM

Danville Area Community College
2019-2020

Office Assistant
Certificate Program

This program is designed to provide entry level employment skills for office personnel.

First time degree/certificate seeking students must be enrolled in or demonstrate proficiency in BOFF 130 Windows and BOFF 114 Keyboarding.

REQUIRED COURSES	HOURS	F,S,I,SU	GRADE
BOFF 108 Ethics in the Workplace	1		
+ BOFF 121 Fundamentals of Business Documents	3		
BOFF 135 Business Etiquette	3		
BOFF 237 Word Processing Applications	3		
MATT 104 Business Math	3		
* ENGL 101 <u>OR</u> 121 Rhetoric and Composition <u>OR</u> Communication Skills	3		
Total	16		

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/2019-2020/GEA/OfficeAssistant.pdf>