

CERTIFICATE PROGRAM

Danville Area Community College 2021-2022

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 <u>OR</u> 121 Rhetoric and Composition <u>OR</u> Communication Skills	3		
Total	17		

Gainful Employment:

For program costs, completion and graduate information see
<https://www.dacc.edu/assets/pdfs/cguides/2021-2022/GEA/OfficeAssistant.pdf>