

CERTIFICATE PROGRAM

Danville Area Community College
2009-2010

Microsoft Office

Certificate Program

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

REQUIRED COURSES	HOURS	F,S,I,SU	GRADE
+ BOFF 121 Typing & Document Processing	3		
# BOFF 237 Word I (pre: BOFF 130)	3		
BOFF 238 Word II (pre: BOFF 237)	3		
# BOFF 225 Excel I (pre: BOFF 130)	3		
BOFF 230 Excel II (pre: BOFF 225)	3		
# BOFF 219 Publisher (pre: BOFF 130)	2		
# BOFF 227 PowerPoint (pre: BOFF 130)	3		
# BOFF 226 Access I (pre: BOFF 130)	3		
BOFF 235 Access II (pre: BOFF 226)	3		
BOFF 229 Microsoft Office (pre: BOFF 238, 225, 226, 127 or 227)	2		
* BOFF 125 Business Communications (pre: BOFF 114 and BOFF 228; or BOFF 121; or consent)	3		
* MATT 104 Business Math	3		

Total 34

* General Education.

Prerequisite: BOFF 130 Windows class (or concurrent enrollment) or a qualifying score on the Windows Placement Test.

+Placement depends on demonstrated proficiency.

Enrollment in developmental classes may increase the length of time it takes to complete an associate degree.