

CERTIFICATE PROGRAM

Danville Area Community College
2009-2010

Office Assistant Services

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 135 Intro. to the Office (pre: enrollment in or completion of BOFF 121 or consent)	3		
#BOFF 237 Word I (pre: BOFF 130)	3		
BOFF 238 Word II (pre: BOFF 237)	3		
BOFF 100 Notetaking (pre: Enrollment in or completion of BOFF 121)	3		
BOFF 151 Records Management	3		
+BOFF 122 Document Processing II (pre: BOFF 121/38 wpm)	3		
BOFF 108 Ethics in the Workplace	1		
* BOFF 125 Business Communications (pre: BOFF 114 and BOFF 228; or BOFF 121; or consent)	3		
BOFF 145 Voice Recognition Software	2		
* MATT 104 Business Math	3		

Total 30

* General Education

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

Enrollment in developmental classes may increase the length of time it takes to complete a certificate.

+ Placement depends on demonstrated proficiency.