

CERTIFICATE PROGRAM

Danville Area Community College
2010-2011

Beginning Software Application

Certificate Program

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

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

REQUIRED COURSES	HOURS	F,S,I,SU	GRADE
ENGL 121 Communication Skills	3		
BOFF 180 Layout and Design	2		
#BOFF 219 Publisher (pre: BOFF 130)	2		
#BOFF 225 Excel I (pre: BOFF 130)	3		
BOFF 238 Word II (pre: BOFF 237)	3		

Total 13

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.

Advanced Software Application

Certificate Program

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

REQUIRED COURSES	HOURS	F,S,I,SU	GRADE
#BOFF 217 InDesign (pre: BOFF 130, BOFF 180)	3		
#BOFF 226 Access I (pre: BOFF 130)	3		
#BOFF 227 PowerPoint (pre: BOFF 130)	3		
BOFF 220 Photoshop	2		
BOFF 230 Excel II (pre: BOFF 225)	3		

Total 14

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.