
Advanced Office Assistant

Certificate Program

REQUIRED COURSES	HOURS	F,S,I,SU	GRADE
BOFF 125 Business Communications Strategies	3		
BOFF 180 Graphic Design Fundamentals for Print & Web	3		
BOFF 226 Database Applications	2		
BOFF 225 Spreadsheet Applications	3		
BOFF 255 Digital Presentations	3		
BOFF 265 Virtual Technology for Business	3		
Total	17		

* General Education

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

September 2021