

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 Rhetoric and Composition OR ENGL 121 Communication Skills	3		
Total	17		