

**THIS IS A CAREER DEGREE.
IT IS NOT DESIGNED TO TRANSFER TO A FOUR YEAR UNIVERSITY.**

**Danville Area Community College
2017-2018**

Software Specialist

Associate in Applied Science Degree

This program is designed to provide microcomputer software training with a concentration on the Microsoft Office Suite. This is an occupational program typically not designed to transfer. However this program has been articulated to some senior institutions. Please contact a counselor for specific details.

REQUIRED COURSES	HOURS	F,S,I,SU	GRADE
First Semester			
INST 101 Success in College	1		
BOFF 130 Windows	2		
+ BOFF 121 Typing and Document Processing	3		
BOFF 135 Intro to the Office (pre: enrollment in or completion of BOFF 121 or consent)	3		
# BOFF 237 Word I	3		
* MATT 104 Business Math	3		
BOFF 108 Ethics in the Workplace	1		
Total	16		
Second Semester			
BOFF 238 Word II (pre: BOFF 237)	3		
# BOFF 225 Excel I (pre: BOFF 130)	3		
BOFF 180 Layout & Design	2		
# BOFF 219 Publisher (pre: BOFF 130)	2		
BACC 100 Introduction to Accounting <u>OR</u> CACC 101 Financial Accounting	3		
* Communications Elective (ENGL 121 or ENGL 101)	3		
Total	16		
Third Semester			
BOFF 230 Excel II (pre: BOFF 225)	3		
# BOFF 226 Access I	3		
* BOFF 125 Business Communications (pre: BOFF 121 or consent)	3		
# BOFF 227 PowerPoint (pre: BOFF 130)	3		
BOFF 100 Microsoft Outlook and OneNote	3		
BOFF 217 InDesign	3		
Total	18		
Fourth Semester			
BOFF 235 Access II (pre: BOFF 226)	3		
* Humanities Elective	3		
BOFF 220 Photoshop	2		
BOFF 260 Job Search (pre: completion of 40 hours or consent)	2		
BOFF 265 E-Communications	3		
* CECN 108 Elements of Economics <u>OR</u> CECN 102 Microeconomic Principles	3		
Business Elective	2		
Total	18		

Total Hours 68

+Placement depends on demonstrated proficiency. * General Education.