

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

**Danville Area Community College
2021-2022**

Business Administrative Technology
Associate in Applied Science Degree

This program is designed to provide the technical training needed to prepare students for employment in their chosen field. Many universities will accept courses in these programs toward fulfillment of specific degree requirements. Such programs are designed to fulfill the first two years of study toward a baccalaureate degree at senior institutions.

REQUIRED COURSES	HOURS	F,S,I,SU	GRADE
First Semester			
INST 101 Success in College	1		
BOFF 130 Computer Essentials	2		
BOFF 237 Word Processing Applications	3		
BOFF 135 Business Etiquette & Ethics	3		
MATT 104 Business Math	3		
* ENGL 101 Rhetoric and Composition	3		
Total	15		
Second Semester			
BOFF 225 Spreadsheet Applications	3		
BOFF 121 Fundamentals of Business Documents	3		
BOFF 265 Virtual Technology for Business	3		
BOFF 226 Database Applications	2		
BOFF 180 Graphic Design Fundamentals for Print and Web	2		
CECN 102 Microeconomic Principles	3		
Total	16		
Third Semester			
BOFF 125 Business Communication Strategies (pre: Placement into ENGL 101 or ENGL 121)			
BOFF 255 Digital Presentations	3		
BOFF 219 Digital Publication Design for Business	3		
BOFF 253 Social Media for Business (Placement into ENGL 101)	3		
BMGT 103 Customer Service	2		
Total	14		
Fourth Semester			
3 Courses from chosen concentration (see below)	9		
BOFF 260 Professional Development (pre: Completion of 30 credit hours with a "C" or higher)	2		
One of these three (depending on concentration)	2		
BOFF 290 Office Management Seminar (pre: BOFF 260 or Concurrent Enrollment)			
BOFF 291 Social Media Seminar (pre: BOFF 260 or Concurrent Enrollment)			
BOFF 292 Graphic Design Seminar			
SPCH 101 Oral Communications	3		
Total	16		
Total Hours	61		

See next page for the Business Administrative Technology Concentrations

BUSINESS ADMINISTRATIVE TECHNOLOGY CONCENTRATIONS

REQUIRED COURSES	HOURS	F,S,I,SU	GRADE
Office Management			
BACC 100 Intro to Accounting <i>OR</i> CACC 101 Financial Accounting	3		
BMGT 212 Human Resource Management	3		
BMGT 114 Principles of Management	3		
Social Media			
BOFF 230 Advanced Spreadsheet Applications (pre: BOFF 225)	3		
BOFF 270 Social Media Metrics & Analytics (pre: BOFF 253 and BOFF 225)	3		
BOFF 275 Social Media Management (pre: BOFF 253)	3		
Graphic Design			
BOFF 217 Digital and Print Media Layout for Business	3		
BOFF 220 Graphic Editing and Illustration	3		
BOFF 222 Designing for Blogging Platforms	3		

Prerequisite: BOFF 114 Keyboarding or demonstrated proficiency.

Prerequisite: Take BOFF 130 Computer Essentials the first semester (or concurrent enrollment) or demonstrated proficiency.

* General Education.

** See list of Human Relations requirements.

Enrollment in prerequisites and developmental classes may increase the length of time it takes to complete an associate degree.