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

Danville Area Community College
2016-2017

Administrative Professional
Associate in Applied Science Degree

This program is designed to provide the technical training needed for the position of administrative assistant. 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 & 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 122 Document Processing II (pre: BOFF 121/38 wpm)	3		
# BOFF 238 Word II (pre: BOFF 237)	3		
BOFF 180 Layout & Design	2		
# BOFF 219 Publisher	2		
# BOFF 225 Excel I (pre: BOFF 130)	3		
* Communications Elective (ENGL 121 or ENGL 101)	3		
Total	16		
Third Semester			
# BOFF 227 PowerPoint (pre: BOFF 130)	3		
BOFF 226 Access I	3		
* BOFF 125 Business Communications (pre: BOFF 121; or consent)	3		
BACC 100 Introduction to Accounting _OR_ CACC 101 Financial Accounting	3		
BOFF 100 Outlook/One Note	3		
Total	15		
Fourth Semester			
BOFF 151 Records Management	3		
BOFF 250 Administrative Systems and Procedures (pre: BOFF 122)	3		
BOFF 260 Job Search (pre: completion of 40 hours or consent)	2		
* CECN 108 Elements of Economics _OR_ CECN 102 Microeconomic Principles	3		
* General Education Elective	3		
Total	14		
Total Hours	61		

Prerequisite: BOFF 130 Windows class (or concurrent enrollment) or a qualifying score on the Windows Placement Test.

+ Placement depends on demonstrated proficiency.

* General Education.

See list of Human Relations requirements.

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