

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

**Danville Area Community College
2009-2010**

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.

Designated as a Partnership for College & Career Success program.

First time degree seeking students must complete INST101, Success in College, as a requirement for graduation.

REQUIRED COURSES	HOURS	F,S,I,SU	GRADE
First Semester			
+BOFF 121 Typing & Document Processing	3		
BOFF 135 Intro. to the Office (pre: enrollment in or completion of BOFF 121 or consent)	3		
* Communications Elective (ENGL 121 or ENGL 101)	3		
BOFF 151 Records Management	3		
#BOFF 237 Word I (pre: BOFF 130)	3		
Total	15		
Second Semester			
+BOFF 122 Document Processing II (pre: BOFF 121/38 wpm)	3		
#BOFF 238 Word II (pre: BOFF 237)	3		
# BOFF 227 PowerPoint (pre: BOFF 130)	3		
# BOFF 219 Publisher	2		
BOFF 180 Layout & Design	2		
BOFF 100 Notetaking (pre: enrollment in or completion of BOFF 121)	3		
Total	16		
Third Semester			
BOFF 145 Voice Recognition Software	2		
BOFF 224 Document Processing III (pre: BOFF 122/48 wpm)	3		
BOFF 221 Machine Transcription (pre: BOFF 122)	3		
* BOFF 125 Business Communications (pre: BOFF 114 and BOFF 228; or BOFF 121; or consent)	3		
#BOFF 225 Excel I (pre: BOFF 130)	3		
BOFF 108 Ethics in the Workplace	1		
MATT 104 Business Math	3		
Total	18		
Fourth Semester			
#BOFF 226 Access I (pre: BOFF 130)	3		
BACC 100 Introduction to Accounting <u>OR</u> CACC 101 Financial Accounting	3		
BOFF 250 Administrative Systems and Procedures (pre: BOFF 122)	2		
BOFF 229 Microsoft Office (pre: BOFF 225, BOFF 226, BOFF 227 or BOFF 127, BOFF 238)	2		
* CECN 108 Elements of Economics <u>OR</u> CECN 102 Microeconomic Principles	3		
BOFF 260 Job Search Seminar (pre: completion of 40 hours or consent)	2		
* Humanities Elective	3		
Total	18		

Total Hours 67

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March 2009

Administrative Professional (continued)

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 pages 50-51 for list of Human Relations requirements.

Designated as a Partnership for College & Career Success program. See page 156.

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