

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

**Danville Area Community College
2009-2010**

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.

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 237 Word I (pre: BOFF 130)	3		
BOFF 135 Intro to the Office	3		
# BOFF 225 Excel I (pre: BOFF 130)	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 230 Excel II (pre: BOFF 225)	3		
# BOFF 226 Access I (pre: BOFF 130)	3		
# BOFF 227 PowerPoint (pre: BOFF 130)	3		
# BOFF 219 Publisher (pre: BOFF 130)	2		
BOFF 180 Layout & Design Principles	2		
Total	16		
Third Semester			
BACC 100 Introduction to Accounting <i>OR</i>			
CACC 101 Financial Accounting	3		
BOFF 235 Access II (pre: BOFF 226)	3		
BOFF 217 InDesign (pre: BOFF 180)	3		
* Communications Elective (ENGL 121 or ENGL 101)	3		
BOFF 255 Digital Presentations (pre: BOFF 127 or BOFF 227)	3		
* Humanities Elective	3		
Total	18		
Fourth Semester			
* BOFF 125 Business Communications (pre: BOFF 114 and BOFF 228; or BOFF 121; or consent)	3		
BOFF 215 QuarkXpress (pre: BOFF 180)	3		
BOFF 265 E-Communications	3		
BOFF 145 Voice Recognition Software	2		
BOFF 229 Microsoft Office (pre: BOFF 238, BOFF 225, BOFF 226, BOFF 127 or BOFF 227)	2		
* CECN 108 Elements of Economics <i>OR</i>			
CECN 102 Microeconomic Principles	3		
BOFF 260 Job Search Seminar (pre: completion of 40 hours or consent)	2		
Total	18		

Software Specialist (continued)

	HOURS	F,S,I,SU	GRADE
Suggested additional course:			
BOFF 220 Photoshop	2		

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

+Placement depends on demonstrated proficiency.

* General Education.

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