

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

**Danville Area Community College
2010-2011**

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.

| 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 (pre: enrollment in or completion of BOFF 130) | 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 224 Document Processing III (pre: BOFF 122/48 wpm) | 3 | | |
| # BOFF 227 PowerPoint (pre: BOFF 130) | 3 | | |
| # BOFF 226 Access I (pre: BOFF 225 or consent) | 3 | | |
| * BOFF 125 Business Communications (pre: BOFF 114 and BOFF 228; or BOFF 121; or consent) | 3 | | |
| BOFF 221 Machine Transcription (pre: BOFF 122) | 3 | | |
| BOFF 100 Notetaking (pre: BOFF 121) | 3 | | |
| Total | 18 | | |
| Fourth Semester | | | |
| BOFF 151 Records Management | 3 | | |
| BOFF 250 Systems and Procedures (pre: BOFF 122) | 2 | | |
| BOFF 260 Job Search (pre: completion of 40 hours or consent) | 2 | | |
| BACC 100 Introduction to Accounting <u>OR</u> CACC 101 Financial Accounting | 3 | | |
| * CECN 108 Elements of Economics <u>OR</u> CECN 102 Microeconomic Principles | 3 | | |
| * Humanities Elective | 3 | | |
| Total | 16 | | |

Total Hours 66

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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.