

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

**Danville Area Community College  
2010-2011**

## 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.**

REQUIRED COURSES	HOURS	F,S,I,SU	GRADE
<b>First Semester</b>			
INST 101 Success in College	1		
BOFF 130 Windows	2		
+ BOFF 121 Typing and 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		
<b>Second Semester</b>			
BOFF 238 Word II (pre: BOFF 237)	3		
# BOFF 225 Excel I (pre: BOFF 130)	3		
BOFF 180 Layout & Design	2		
# BOFF 219 Publisher (pre: BOFF 130)	2		
BACC 100 Introduction to Accounting <u>OR</u> CACC 101 Financial Accounting	3		
* Communications Elective (ENGL 121 or ENGL 101)	3		
Total	16		
<b>Third Semester</b>			
BOFF 230 Excel II (pre: BOFF 225)	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 227 PowerPoint (pre: BOFF 130)	3		
BOFF 255 Digital Presentations (pre: BOFF 227)	3		
* Humanities Elective	3		
Total	18		
<b>Fourth Semester</b>			
BOFF 235 Access II (pre: BOFF 226)	3		
BOFF 229 Microsoft Office (pre: BOFF 238, BOFF 230, BOFF 226, BOFF 227, BOFF 219)	2		
BOFF 217 InDesign	3		
BOFF 220 Photoshop	2		
BOFF 260 Job Search (pre: completion of 40 hours or consent)	2		
BOFF 265 E-Communications	3		
* CECN 108 Elements of Economics <u>OR</u> CECN 102 Microeconomic Principles	3		
Total	18		

Total Hours 68

+Placement depends on demonstrated proficiency. \* General Education.

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March 2010