

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

**Danville Area Community College  
2019-2020**

**Business Administrative Technology**  
Associate in Applied Science Degree

This program is designed to provide the technical training needed to prepare students for employment in their chosen field. Many universities will accept courses in these programs toward fulfillment of specific degree requirements. Such programs are designed to fulfill the first two years of study toward a baccalaureate degree at senior institutions.

***First time degree seeking students must be enrolled in or demonstrate proficiency in  
BOFF 130 Windows and BOFF 114 Keyboarding.***

REQUIRED COURSES	HOURS	F,S,I,SU	GRADE
<b>First Semester</b>			
INST 101 Success in College	1		
BOFF 108 Ethics in the Workplace	1		
BOFF 237 Word Processing Applications	3		
BOFF 121 Fundamentals of Business Documents	3		
MATT 104 Business Math	3		
* ENGL 101 Rhetoric and Composition	3		
Total	14		
<b>Second Semester</b>			
BOFF 225 Spreadsheet Applications	3		
BOFF 125 Business Communication Strategies	3		
BOFF 265 Virtual Technology for Business	3		
BOFF 226 Database Applications (8 weeks)	2		
BOFF 180 Graphic Design Fundamentals for Print and Web	2		
** Humanities Elective	3		
Total	16		
<b>Third Semester</b>			
BOFF 135 Business Etiquette	3		
BOFF 255 Digital Presentations	3		
BOFF 219 Digital Publication Design for Business	3		
BOFF 253 Social Media for Business	3		
CECN 102 Microeconomics	3		
Total	15		
<b>Fourth Semester</b>			
3 Courses from chosen concentration (see below)	9		
BOFF 260 Professional Development	2		
One of these three (depending on concentration) BOFF 290 Office Management Seminar BOFF 291 Social Media Seminar BOFF 292 Graphic Design Seminar	2		
* Public Speaking <u>OR</u> SPCH 101 Oral Communications	3		
Total	16		
Total Hours	61		

*See next page for the Business Administrative Technology Concentrations*

## BUSINESS ADMINISTRATIVE TECHNOLOGY CONCENTRATIONS

REQUIRED COURSES	HOURS	F,S,I,SU	GRADE
<b>Office Management</b>			
BACC 100 Intro to Accounting <i>OR</i> CACC 101 Financial Accounting	3		
BMGT 212 Human Resource Management	3		
BMGT 114 Principles of Management	3		
<b>Social Media</b>			
BOFF 230 Advanced Spreadsheet Applications	3		
BOFF 270 Social Media Metrics & Analytics	3		
BOFF 275 Social Media Management	3		
<b>Graphic Design</b>			
BOFF 217 Digital and Print Media Layout for Business	3		
BOFF 220 Graphic Editing and Illustration	3		
BOFF 222 Designing for Blogging Platforms	3		

Prerequisite: BOFF 114 Keyboarding or demonstrated proficiency.

Prerequisite: BOFF 130 Windows (or concurrent enrollment) or demonstrated proficiency.

\* General Education.

\*\* See list of Human Relations requirements.

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