

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

**Danville Area Community College  
2021-2022**

**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.

<b>REQUIRED COURSES</b>	<b>HOURS</b>	<b>F,S,I,SU</b>	<b>GRADE</b>
<b>First Semester</b>			
INST 101 Success in College	1		
BOFF 130 Computer Essentials	2		
BOFF 237 Word Processing Applications	3		
BOFF 135 Business Etiquette & Ethics	3		
MATT 104 Business Math	3		
* ENGL 101 Rhetoric and Composition OR ENGL 121 Communications Skills	3		
Total	15		
<b>Second Semester</b>			
BOFF 225 Spreadsheet Applications	3		
BOFF 121 Fundamentals of Business Documents	3		
BOFF 265 Virtual Technology for Business	3		
BOFF 226 Database Applications	2		
BOFF 180 Graphic Design Fundamentals for Print and Web	2		
CECN 102 Microeconomic Principles	3		
Total	16		
<b>Third Semester</b>			
BOFF 125 Business Communication Strategies (pre: Placement into ENGL 101 or ENGL 121)			
BOFF 255 Digital Presentations	3		
BOFF 219 Digital Publication Design for Business	3		
BOFF 253 Social Media for Business (Placement into ENGL 101)	3		
BMGT 103 Customer Service	2		
Total	14		
<b>Fourth Semester</b>			
3 Courses from chosen concentration (see below)	9		
BOFF 260 Professional Development (pre: Completion of 30 credit hours with a "C" or higher)	2		
BOFF 250 Administrative Systems & Procedures	3		
SPCH Oral Communications	3		
Total	17		
Total Hours	62		

*See next page for the Business Administrative Technology Concentrations*

**BUSINESS ADMINISTRATIVE TECHNOLOGY CONCENTRATIONS**

<b>REQUIRED COURSES</b>	<b>HOURS</b>	<b>F,S,I,SU</b>	<b>GRADE</b>
<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 (pre: BOFF 225)	3		
BOFF 270 Social Media Metrics & Analytics (pre: BOFF 253 and BOFF 225)	3		
BOFF 275 Social Media Management (pre: BOFF 253)	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		

\*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.

**INST 106 & 107 are approved electives for the program and completion of INST-107 can be substituted for BOFF-135**