

Software Specialist

Career Program at Danville Area Community College
Financial Aid eligible degree program

Graduates of the Software Specialist degree will have training in various aspects of office work with a strong emphasis of training in software programs. Software specialists use Microsoft Office Suite in their daily office activities. They create text documents, spreadsheets and graphics, design and maintain databases, and create presentations. 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.

Program Specific Courses:

- Digital Presentation
- Microsoft Office
- E-Communications
- InDesign

Certificates:

Office Assistant Certificate
Beginning Software Application Certificate
Advanced Software Application Certificate

Job/Employment Information:

Positions You are Trained for: Administrative assistant, office manager, multi-functional office assistant.

Where Can I find a Job? Software specialists can be employed at a variety of businesses and institutions including financial, health and legal service, government agencies, colleges and universities, and private businesses.

Expected Salary: For the most current salary information visit www.ilworkinfo.com.

Visit our website at www.dacc.edu or contact us at 217-443-DACC (3222) for more information. TDD/TTY 217-443-8701

Office Systems





STEPS TO REGISTER:

1. Application
2. Placement Test
3. Register

WAYS TO PAY:

1. Pay in full with cash, check, Visa or MasterCard
2. Student Financial Aid. Eligibility must be determined by payment due date.
3. FACTS Payment Plan. (Interest Free!)
4. Apply for Athletic and/or Academic Scholarships.
5. Employer paid or other third party payment such as JTP, TAA, etc.

PROGRAM SPECIFIC COURSES:

Check out the DACC website under www.dacc.edu to find out what specific courses you will be taking for this program of study.

Courses are offered in many different formats to meet individual schedules: Day, Evening, Weekend, Traditional, Online, Video or Interactive Video.

WHO TO CALL:

Admissions/Registration	443-8800
Advisement/Counseling	443-8750
Assessment Center	443-8708
Bookstore	443-8759
Career Services Center	443-8597
Child Development Center	443-8833
Financial Aid	443-8761
GED/ESL/Adult Ed	443-8782
General Information	443-3222
Orientation	443-8750
Student Support Services	443-8853

**Please come visit the DACC Campus!
Call 443-8750 to schedule a tour.**

***Endless
Possibilities***

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TDD/TTY 217-443-8701



**Danville Area
Community College**

**2000 East Main Street
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