



Software Specialist

Career Program at Danville Area Community College

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 program is not designed to transfer to a senior institution.

Program Specific Courses Include:

- Word
- Intro to the Office
- Business Math
- Access
- Publisher
- Intro to Accounting
- Digital Presentation
- QuarkXpress
- E-Communications
- Voice Recognition
- Job Search
- Typing & Document Processing
- Excel
- Business Ethics
- PowerPoint
- Layout & Design Principles
- PageMaker
- Communications Elective
- Business Communications
- Elements of Economics OR Microeconomic Principles

Job/Employment Information:

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

Expected Salary Range: \$36,829-\$84,334. For the most current salary information visit www.wic.ilworkinfo.com.

Where Can You 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.

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



