

# 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](http://www.ilworkinfo.com).

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

Office Systems



