



# Software Applications Specialist

**Certificate:** NIACC

**Business Division**

**Credit**  
**15 semester hours**

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## Program Description

The Software Applications Specialist Certificate is designed to expose students to Microsoft software. The required courses are business electives and may apply to diplomas or degrees. Many of these courses are offered on an arranged basis or online.

Benefits of Certificate

- Increased competency, credibility, and productivity in Microsoft Office.
- Employment opportunities.
- Greater earning potential.
- Career advancement.
- Increased job satisfaction

## Admission Requirements

- NIACC Application for Admission
- High school transcript or GED scores
- ACT scores or COMPASS assessment
- Other college transcripts

## Curriculum

BCA-129	Basic Word Processing
BCA-136	Advanced Word Processing
BCA-152	Comprehensive Spreadsheets
BCA-163	Microsoft Access
BCA-170	Personal Information Management
BCA-174	Basic Presentation Software
BCA-215	Computer Business Applications

## Program Fees

Tuition & Fees	\$1,743.75
Books	varies
Other fees	<u>none</u>
<b>Total</b>	<b>\$ varies</b>

## Career Potential

The required courses for this certificate provide training in the following Microsoft Office areas:

- Word
- Excel
- PowerPoint
- Access
- Outlook