



# SPREADSHEETS, Certificate



**NASHUA**  
COMMUNITY COLLEGE

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Day/Evening Program

## Certificate Overview

Today's workplace requires business professionals who have a grasp of financial concepts and the ability to work with financial systems. The Spreadsheet Certificate Program prepares students for careers in business fields by introducing them to Accounting, Management Information Systems and Microsoft Office applications with an emphasis on Excel.

Completion of a Certificate Program in Spreadsheets does not qualify graduates for a specific occupation. Rather, students who have completed a Spreadsheet Certificate Program can find all sorts of jobs that require familiarity with the Excel software program. Some of these positions include administrative assistant, bookkeeper, business owner, and retail store manager.

## Estimated Cost of Program (Tuition Only)

**In-State** \$3,910

**New England Regional** \$5,865

**Out-Of-State** \$8,585

## Courses

Item #	Title	Class Hours	Lab Hours	Credits
ACCT101N	Financial Accounting I	4	0	4.00
BUS119N	Software Applications	2	2	3.00
BUS208N	Spreadsheets: Excel	2	2	3.00
	Business Elective			3
	Quantitative Literacy Elective			4
Total Credits				17