



### Benefits of a Spreadsheet Certificate

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.

### Certificate Students Are:

- Job seekers upskilling for a new career
- Recent high school graduates preparing for quick entrance to the workforce
- Already employed, but seeking a certificate to move up in the industry.
- College grads keeping up-to-date on best practices

### Help Your Resume Stand Out

There are many benefits to completing a certificate program. If you are starting your job search, completing a certificate program will boost your skills and abilities, and it can even help you stand out in the job market.

## CERTIFICATE

Scan the QR Codes with your phone's camera to view the on-line content you wish to see! Or visit [nashuacc.edu](http://nashuacc.edu) for more information about this course.



Course Schedule

Program Outcomes



Career Possibilities

Potential Salary



Apply to NCC



### Choose Community

Choose Nashua Community College and experience what community really means: support, connection, security, opportunity.

Visit [nashuacc.edu](http://nashuacc.edu) or speak with an Enrollment Specialist by calling 603.578.8908 to begin!

# Spreadsheet

Degree Type

Certificate

## Courses

Item #	Title	Class Hours	Lab Hours	Credits
ACCT101N	Financial Accounting I	4	0	4
BCPT119N	Software Applications	2	2	3
BCPT208N	Spreadsheets: EXCEL	2	2	3
BUS230N	Introduction to Management of Information Systems	3	0	3
	Quantitative Literacy			4
Total Credits				17

### NON-DISCRIMINATION POLICY

The Community College System of NH does not discriminate in the administration of its admissions and educational programs, activities, or employment practices on the basis of race, creed, color, religion, ancestry or national origin, age, sex, sexual orientation, gender identity and expression, physical or mental disability, genetic information, or law enforcement, military, veteran, or marital status. This statement is a reflection of the mission of the Community College System of NH and refers to, but is not limited to, the provisions of the following laws:

- Title VI and VII of the Civil Rights Act of 1964, as amended
- The Age Discrimination in Employment Act of 1967 (ADEA)
- Title IX of the Education Amendment of 1972
- Section 504 of the Rehabilitation Act of 1973
- The Americans with Disabilities Act of 1990 (ADA)
- Section 402 of the Vietnam Era Veteran's Readjustment Assistance Act of 1974
- NH Law Against Discrimination (RSA 354-A)
- NH Law RSA 188-F:3-a.
- Genetic Information Nondiscrimination Act of 2008

Inquiries regarding discrimination may be directed to Sara A. Sawyer, Director of Human Resources for the Community College System of NH, 26 College Drive, Concord, NH 03301, 603-230-3503. Inquiries may also be directed to the NH Commission for Human Rights, 2 Industrial Park Drive, Concord, NH 03301, 603-271-2767, FAX: 603-271-6339; and/or the Equal Employment Opportunity Commission, JFK Federal Building, 475 Government Center, Boston, MA, 02203, 617-565-3200 or 1-800-669-4000, FAX: 617-565-3196, TTY: 617-565-3204 or 1-800-669-6820.