

ADMINISTRATIVE COMPUTER TECHNOLOGY CERTIFICATE PROGRAMS

Administrative Computer Technology offers a three-level certificate program designed to meet the needs of students who primarily seek employment skills. After completing one of the 15-, 30-, or 45-hour certificate plans, students will have sufficient skills to obtain employment in certain entry-level jobs or to advance in their current position. Courses at each level dovetail with the next level and all lead toward the Associate of Applied Science degree. With the assistance of a faculty advisor, a student can design a program of study to meet his or her individual needs. Proficiency in basic English, reading, and math must be demonstrated prior to entry and/or advancement in the program.

Administrative Computer Technology also offers a Customer Services Representative Certificate program. This certificate, developed in cooperation with local business and industry, is designed to provide skills in communication, human relations, and computers. The Customer Services Representative meets the needs of employers in telemarketing and related businesses.

Keyboarding competency of 20 words a minute with five or less errors is a must before entering the Associate degree or certificate plans. Please talk to an ACT advisor in the Applied Science Building if you have questions or concerns.

Data Entry Technician Level I Certificate (3561)

HRPO	1311	Human Relations	3
ITSC	1301	Introduction to Computers	3
POFI	1301	Computer Applications I	3
	or		
ITSC	1309	Integrated Software Applications I	
POFT	1329*	Beginning Keyboarding (Non-Majors)	3
POFT	1325	Business Math & Machine Applications	3

*Capstone course for Data Entry Technician Certificate: Keyboarding Proficiency of 30 words per minute with 5 or less errors

Total Hours

15