

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.

Demonstrated keyboard proficiency may be achieved through any of the following:

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|---------------------------------------|-----------|
| A. Proficiency Test | 30 wpm |
| B. Beginning Keyboarding (Non-majors) | POFT 1329 |
| C. Speed and Accuracy Building | POFT 2303 |
| D. Beginning Keyboarding (Majors) | POFT 1429 |

Secretarial Assistant Level I Certificate (3525)

First Semester – 16 Hours

HRPO	1311	Human Relations	3
POFT	1301	Business English	3
POFT	1319	Records and Information Management I	3
POFT	1325	Business Math & Machine Applications	3
POFT	1429*	Beginning Keyboarding (Majors)	4

Second Semester – 15 Hours

ITSW	1304	Introduction to Spreadsheets	3
POFI	1301	Computer Applications I	3
POFT	1309	Administrative Procedures I	3
POFT	1313	Professional Development for Office Personnel	3
POFT	2301*	Intermediate Keyboarding	3

*Capstone for Certificate: Keyboarding Proficiency of 45 words per minute

Total Hours

31