III. Certificates
+ Information Technology Certificate

CIP Code: 11.0101

Program Title:	Information Technology Certificate	
Completion Award:	Certificate of Information Technology	
Contact Hours:	225	**Outside Study Hours:** 450
Semester Credits:	15 hours	
Program Duration:	30 weeks	
Cost Per Credit Hour:	$249	**Total Tuition:** $3,735
Course Materials and Fees:	$125	**Total Course Materials & Fees:** $625**
Total Cost of Program:	$4,360	(including course materials and fees)

Program Description
The Information Technology Certificate program is designed to provide students with the fundamental computer knowledge and skills required in the current corporate workplace. The student will demonstrate acquired skills in utilizing computer tools, database management, and business and web applications in the workplace.

Program Outcomes
Upon successful completion of the program, the student should be able to:
- Demonstrate proficiency in the use of current Microsoft Office Suite products.
- Identify and evaluate computer systems issues and implement effective remediation policies.
- Utilize Microsoft Access to create and manipulate databases.
- Utilize and define the computer system components and application system operational characteristics.
- Perform problem diagnosis, troubleshooting, and system maintenance on multiple types of computer systems.
- Design basic websites and manipulate webpage components.

Potential Employment
Upon successfully completing this program the graduate should qualify to fill entry-level positions in the corporate office structure and other positions requiring utilization of the concepts and skills of Information Technology.

* ACOT's program courses are designed in sequential order. Therefore, the student must complete the given course before progressing to the next course in the sequence.

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