COMPUTER TECHNOLOGY

CIP Code: 52.0414

Program Overview

The Computer Technology program prepares individuals to perform the duties of administrative assistants and/or secretaries and stenographers. The program includes instruction in business communications, principles of business law, word processing and data entry, office machines operation and maintenance, office procedures, public relations, secretarial accounting, filing systems and records management, and report preparation.

Students will create a relational database, demonstrating an understanding of core computer concepts to include the Internet and the basic functions of business desktop applications, analyzing common hardware, software and network processes. Students will receive instruction in office procedures and communications using Microsoft Word, Excel, Access, and PowerPoint.

Classes are held Monday thru Friday from 8:15am-2:45pm.

Program Cost: $8,000.00 - *Effective 7/1/2024*

 *****Estimated expenses not included in tuition: Required clearances ($55.00), certification testing ($300.00), textbook/online materials ($325.00), supply (N/A) and/or uniform (N/A) costs.*

Textbook/Online Material Requirements:
 Microsoft Office Suite and TestOut IT Fundamentals (Online)

Certifications: Microsoft Office Specialist and NOCTI

Program Start Dates: Fall (Late August) OR Spring (Mid-January) Semester Annually

Program Length: 900 hours

Please contact the Adult Education Office by phone at 814-201-9837 or email to info@jefftech.edu for additional information.

As always, Thank you for choosing Jeff Tech!