



# COMPUTER TECHNOLOGY

CIP Code: 52.1201

## Program Overview

The Computer Technology program prepares individuals to work in a business and technology field. The program includes basic troubleshooting, building and upgrading a computer, create and manage data systems, process and retrieve business information, and prepare and interpret process and data models.

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.***

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**Program Cost:** \$4,500.00

*\*Estimated expenses not included in tuition: Required clearances (\$55.00), certification testing (\$300.00), textbook (\$100.00), supply (N/A) and/or uniform (N/A) costs.*

**Textbook Requirements:** TestOut License Fee

**Certifications:** Microsoft Office Specialist and NOCTI

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

**Program Length:** 900 hours

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Please contact the Adult Education Office by phone at 814-201-9837 or email to [mbundy@jefftech.us](mailto:mbundy@jefftech.us) for additional information.

As always, Thank you for choosing Jeff Tech!