

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.

Audio Technology Technical Certificate Program Code
6309

Annelies Wilder-Smith



Audio Technology Technical Certificate Program Code 6309:

The Top Books of the Year Audio Technology Technical Certificate Program Code 6309 The year 2023 has witnessed a remarkable surge in literary brilliance, with numerous captivating novels captivating the hearts of readers worldwide. Lets delve into the realm of bestselling books, exploring the fascinating narratives that have charmed audiences this year. The Must-Read : Colleen Hoover's "It Ends with Us" This poignant tale of love, loss, and resilience has gripped readers with its raw and emotional exploration of domestic abuse. Hoover masterfully weaves a story of hope and healing, reminding us that even in the darkest of times, the human spirit can triumph. Audio Technology Technical Certificate Program Code 6309 : Taylor Jenkins Reids "The Seven Husbands of Evelyn Hugo" This captivating historical fiction novel unravels the life of Evelyn Hugo, a Hollywood icon who defies expectations and societal norms to pursue her dreams. Reids captivating storytelling and compelling characters transport readers to a bygone era, immersing them in a world of glamour, ambition, and self-discovery. Audio Technology Technical Certificate Program Code 6309 : Delia Owens "Where the Crawdads Sing" This captivating coming-of-age story follows Kya Clark, a young woman who grows up alone in the marshes of North Carolina. Owens crafts a tale of resilience, survival, and the transformative power of nature, entrancing readers with its evocative prose and mesmerizing setting. These bestselling novels represent just a fraction of the literary treasures that have emerged in 2023. Whether you seek tales of romance, adventure, or personal growth, the world of literature offers an abundance of captivating stories waiting to be discovered. The novel begins with Richard Papen, a bright but troubled young man, arriving at Hampden College. Richard is immediately drawn to the group of students who call themselves the Classics Club. The club is led by Henry Winter, a brilliant and charismatic young man. Henry is obsessed with Greek mythology and philosophy, and he quickly draws Richard into his world. The other members of the Classics Club are equally as fascinating. Bunny Corcoran is a wealthy and spoiled young man who is always looking for a good time. Charles Tavis is a quiet and reserved young man who is deeply in love with Henry. Camilla Macaulay is a beautiful and intelligent young woman who is drawn to the power and danger of the Classics Club. The students are all deeply in love with Morrow, and they are willing to do anything to please him. Morrow is a complex and mysterious figure, and he seems to be manipulating the students for his own purposes. As the students become more involved with Morrow, they begin to commit increasingly dangerous acts. The Secret History is a masterful and suspenseful novel that will keep you speculating until the very end. The novel is a cautionary tale about the dangers of obsession and the power of evil.

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