

DATA ANALYTICS CERTIFICATE IN APPLIED SCIENCE

Program Description

This certificate program prepares students for entry-level administrative office positions in technology industries and prepares students to support companies and industries with data analytics needs. Students will learn basic office skills in addition to the technological skills desired by many industries to support the analysis and presentation of company and industry data.

Mission Statement

The mission of the Administrative Office Technology program is to provide graduates with the industry desired technical and interpersonal skills to be effective members and leaders of an office team.

Entrance Requirements

High school diploma or GED.

Type of Program

Day or evening

Requirements for Completion

- Students must receive a grade of "C" or higher in program courses, concentration courses, corequisites, and prerequisites in order to be eligible for graduation.
- Credits earned in AOT programs are accepted for five years. Credits earned prior to the five-year period must be retaken or may be validated by the successful completion of a higher-level course if available.
- Credits earned in this certificate may be applied to other Administrative Office Technology programs.

Visit our web page at <https://www.gvltec.edu/aot/>.

Recommended Program Schedule

Listed below is the ideal grouping of courses in order by semester. This plan assumes a full-time schedule. Note, however, that many variables can affect this plan, and not every course is offered every semester. Please see your advisor to map out your own personalized progression toward graduation.

Note: Please contact your advisor for recommended evening schedules.

First Semester		Hours
AOT 104	Keyboarding and Input Technologies	3
ENG 101	English Composition I	3
CPT 170	Computer Applications I	3
Total Semester Hours		9
Second Semester		
AOT 110	Document Formatting	3
IST 226	Internet Programming	3
LOG 215	Supply Chain Management	3
Total Semester Hours		9

Third Semester		
AOT 251	Administrative Systems & Procedures	3
IST 272	Relational Database	3
AOT 162	Basic Information Processing	3
Total Semester Hours		9
Fourth Semester		
CYB 110	Introduction to Cybersecurity	3
AOT 250	Advanced Information Processing	3
Total Semester Hours		6
Total Required Credit Hours		33