



# DIPLOMA PROGRAM: **Computers Plus**

## 1-year Diploma Program

### Sample Courses:

Accounting for Small  
Business

Hardware

Software Survey

Microcomputer Systems  
Management

### Program Description

This program teaches computer foundations through hands-on training, providing the necessary skills to thrive in today's office environments.

### Career Opportunities

- ➔ Data-entry clerk
- ➔ Micro-computer operator
- ➔ Software Specialist

### Career Services

Our Career Services Office offers services to all students and graduates, providing a wealth of resources and information. Since many students are unsure of their career goals, we encourage them to acquaint themselves with our office so we can help them through the process of finding the right job. Because our programs are so highly regarded in the area, we get a number of calls and requests from employers who have had success with our graduates in the past. Some of our services include:

- ➔ Job Fairs
- ➔ Employer Relations
- ➔ Penn State Partnership
- ➔ Business Guests
- ➔ Job Search Class

### Financial Aid

South Hills School of Business & Technology understands that your education is an investment in your future. The Financial Aid staff will work with you to make sure you receive all aid for which you are eligible. For answers to your financial aid questions, you may contact us at 814-234-7755 or email [financialaid@southhills.edu](mailto:financialaid@southhills.edu). We encourage you to meet with an Admissions Representative to determine which program best suits your needs. Once you have decided on the program that is right for you, the Financial Aid Office can better determine the aid for which you are eligible.