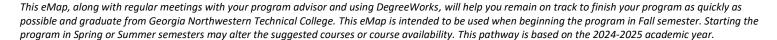
Data Entry Clerk (DEC1) Certificate eMap





THIS PROGRAM IS NO LONGER ACCEPTING NEW STUDENTS

1st set of suggested courses			
Course		Hours	Completed
BUSN 1210	Electronic Calculators	2	
COMP 1000	Introduction to Computer Literacy	3	
MATH 1011	Business Math	3	
OR	OR		
MATH 1012	Foundations of Mathematics		
BUSN 1440	Document Production	4	
XXXX xxxx	Specific Occupational Guided Elective	3	

Total Credit Hours: 15 Minimum Credit Hours Required to Complete Certificate

Data Entry Clerk Certificate Program Planning Notes:

- Courses for this Certificate are offered at all six GNTC campuses and also available 100% online.
- Students interested in this certificate must contact a Business Technology Advisor before beginning certificate program.

Additional information for the Data Entry Clerk and program requirements can be found at <u>GNTC</u> 2024-2025 Catalog.