Data Entry Clerk (DEC1)
Certificate eMap

This eMap, along with regular meetings with your program advisor and using DegreeWorks, will help you remain on track to finish your program as quickly as possible and graduate from Georgia Northwestern Technical College. This eMap is intended to be used when beginning the program in Fall semester. Starting the program in Spring or Summer semesters may alter the suggested courses or course availability. This pathway is based on the 2024-2025 academic year.

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 OR MATH 1012	Business Math OR Foundations of Mathematics	3	☐
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 GNTC 2024-2025 Catalog.