

Accounting Data Entry Clerk

The Accounting Data Entry Clerk technical certificate program provides enough accounting and computer training to qualify the student for entry-level employment in data entry positions. The program provides an alternative to students who chose not to pursue the full associate degree in accounting, but who need more than is offered in regular continuing education courses.

REQUIRED COURSES

Number	Title	Hours
ACCT 101	Principles of Accounting I	3
ACCT 102	Principles of Accounting II	3
BUSN 130	Word Processing & the Internet	3
BUSN 140	Spreadsheets and Databases	3
BUSN 245	Microsoft Excel	3
COSC 201	PC Software Applications	3
MATH 101	General Mathematics	3
POST 114	Office Math Applications	3
	Total Semester Hours	24