



**DATA ENTRY ASSISTANT
Certificate Program**

Career Curriculum 00BUS0014
Certificate Program
Minimum Hrs. 17
Major Code: 1.2 520407K

FALL SEMESTER

Dept. No.	Hrs.	Gr.
BUS 116 Keyboarding I ¹	3	—
BUS 127 Electronic Calculating	1	—
SPE 116 Interpersonal Communication	3	—
	7	—

SPRING SEMESTER

Dept. No.	Hrs.	Gr.
BUS 138 Employment Strategy	1	—
CIS 101 Introduction to Computers OR CIS 207 Computer Applications	3	—
CIS 104 Spreadsheet Design	3	—
MAT 113 Introduction to Contemporary Mathematics OR BUS 111 Business Mathematics	10	—

¹ Proficiency exam is available for BUS 116 (requiring 40 wpm with no more than three errors on a three-minute straight-copy timing) for students entering the program with a sound background in keyboarding. See your advisor or the chairperson of the Business Department for information.

The Data Entry Assistant Certificate Program (00BUS0014) is an ICCB approved extension of the Office Supervision and Management AAS Degree (00BUS0013).

*John A. Logan College reserves the right to modify this curriculum guide as needed.
Please verify with your academic advisor the accuracy and time lines of this document.*

Effective Date: Fall 2008

Career Opportunities: Positions as a data entry assistant are available in legal, medical, and technical areas, including doctors' offices, health care organizations, insurance companies, local industries, and local, state, and federal government offices.