

Texarkana College
Computer Technology & Information Systems

Data Entry Operator
One Semester Certificate Program
TENTATIVE (effective June 2007)

Name: _____

CWID: _____

Courses	Completed
ACNT 1311 Introduction to Computerized Accounting	
BCIS 1305 Business Computer Applications	
ITSW 2331 Advanced Word Processing	
ITSW 2334 Advanced Spreadsheets	
Pick one of the following:	
ACNT 1303 Introduction to Accounting I	
ACCT 2301 Financial Accounting	
Total Hours for Certificate	15 sem. hrs.

Mark courses with an "X" upon completion OR place the semester and year completed.

When you get within the last semester, see the CTIS Department Secretary or go to the Admissions office to fill out an official degree evaluation and apply for graduation.

**IF YOU HAVE ANY QUESTIONS ABOUT CLASSES OR COMPLETION SEE
 A CTIS INSTRUCTOR OR SECRETARY!**