

Information is power. Learn to manage data and you can open doors in fields as varied as medicine, finance, education, and entertainment.

Put your organizational skills to work in a field you love.

Data Entry

Attention to detail and the ability to stay organized can lead to success as a data entry professional. Once you master the basic skills, you can pursue a career in almost any field. Businesses of all types depend on skilled, reliable people to handle payroll, billing, and basic record keeping.

What will my classes be like?

Step one is to learn how different companies use data. You will learn basic data entry, storing and retrieving files, and editing source documents. From there you develop more advanced document formatting and word processing skills, and learn to create and edit basic spreadsheets. You also will have the opportunity to learn the basics of payroll, medical billing, and general record keeping. You will finish the program with the skills and confidence needed to start your career as a data entry clerk.

You have the opportunity to be certified through this program as a Microsoft Certified Application Specialist (MCAS).

Estimated program cost:

\$50 - \$125 first year

\$5 - \$15 second year

college credit
available

Labor Market Information

Occupational statistics from DuPage and collar counties predict **moderate job growth** between now and the year 2016.



Employment Opportunities

Data Entry Clerk
Customer Service

Potential Employers

TCF Bank
Cellular One
Dominick's
Boise Cascade
ANB-AMRO
EMNS, Inc.