

university of fort hare entry require Handbook

University of Fort Hare Entry Require: A Comprehensive Guide to Admission Criteria

The University of Fort Hare is one of South Africa's most prestigious institutions, renowned for its rich history, academic excellence, and commitment to social justice. If you're considering applying to this esteemed university, understanding the **University of Fort Hare entry require** is essential to prepare a competitive application. This guide provides detailed information about the admission requirements, application process, and tips to enhance your chances of acceptance.

Overview of University of Fort Hare Admission Criteria

The University of Fort Hare seeks motivated, talented, and diverse students to join its vibrant academic community. Meeting the **University of Fort Hare entry require** is the first step toward becoming part of this legacy. Admission criteria vary depending on the level of study—undergraduate, postgraduate, or international applicants—but generally include academic qualifications, language proficiency, and other specific prerequisites.

Undergraduate Admission Requirements

For prospective undergraduate students, the admission process is competitive and based primarily on academic performance. Here are the key requirements:

Academic Qualifications

- **South African National Senior Certificate (NSC):** Applicants must have a valid NSC certificate with a minimum overall score, which varies depending on the program. For most undergraduate courses, a minimum of 30-36 points on the National Benchmarking System (NBS) is typically required.
- **Matriculation Endorsement:** Applicants must have achieved a full matriculation endorsement, meaning they meet the required standards for university admission.
- **Subject Requirements:** Certain programs have specific subject prerequisites. For example, Engineering programs may require Mathematics and Physical Science, while Education programs might require a pass in English and other relevant subjects.

Higher Qualifications

- Applicants with qualifications such as the National Certificate (Vocational) or other recognized equivalent qualifications may also be considered, depending on the program.
- International students should provide their national qualifications and an evaluation of their credentials through an accredited evaluation body.

Additional Requirements

- **Application Fee:** Payment of the prescribed application fee is mandatory.
- **Application Form:** Complete the online or paper application form accurately and submit before the deadline.
- **Proof of Identity:** Submit certified copies of identity documents or passports.
- **English Language Proficiency:** For non-native English speakers, proof of English proficiency (such as TOEFL or IELTS scores) may be required if English was not the language of instruction in previous studies.

Postgraduate Admission Requirements

Graduate students seeking admission to Master's, Doctoral, or Honors programs need to meet specific academic and research-related criteria:

Academic Qualifications

- **Bachelor's Degree:** Applicants must have a recognized bachelor's degree relevant to the intended field of study, with a minimum average score (often 65% or higher).
- **Honours Degree:** For Master's programs, a relevant honours degree or equivalent is usually required.
- **Research Proposal:** Some programs may require a research proposal outlining your intended area of study.

Additional Requirements

- **Curriculum Vitae (CV):** Updated CV highlighting academic achievements and research interests.
- **Letters of Recommendation:** Usually two academic references attesting to your suitability for postgraduate study.
- **Statement of Purpose:** An essay explaining your motivation, research interests, and career goals.
- **English Language Proficiency:** For international applicants, proof of English proficiency may

be necessary.

International Student Admission Requirements

The University of Fort Hare welcomes international students and has specific admission requirements:

Recognition of Qualifications

- International qualifications must be evaluated and recognized by the South African Qualifications Authority (SAQA) or an equivalent credential evaluation body.

English Language Proficiency

- International applicants are required to demonstrate proficiency in English through standardized tests such as TOEFL or IELTS, unless their prior education was conducted in English.

Visa and Immigration

- Prospective international students must apply for a study visa to South Africa after being accepted.

Application Process and Important Deadlines

Understanding the application process is crucial. Here are the general steps:

- **Research Programs:** Explore the university's offerings and determine the program that aligns with your academic and career goals.
- **Prepare Required Documents:** Gather academic transcripts, identification, proof of English proficiency, and other supporting materials.
- **Complete Application:** Fill out the application form online or via paper, ensuring all information is accurate.
- **Pay Application Fee:** Submit the required fee before the deadline.
- **Submit Application:** Upload or send all supporting documents by the specified deadline.
- **Await Admission Decision:** The university reviews applications and communicates decisions via email or portal.

Important Deadlines:

- Undergraduate applications typically open in April and close by September for the following academic year.
- Postgraduate applications usually follow similar timelines, but it's advisable to check the specific program deadlines on the university's website.

Tips to Strengthen Your Application

To maximize your chances of meeting the **University of Fort Hare entry require**, consider these tips:

- Maintain a strong academic record, especially in subjects relevant to your chosen program.
- Ensure all documents are certified and submitted before deadlines.
- Write a compelling personal statement or motivation letter explaining your interest and goals.
- Secure strong letters of recommendation from academic mentors or professionals familiar with your abilities.
- If required, prepare thoroughly for English proficiency tests to meet the language requirements.
- Regularly check the university's official admissions webpage for updates and specific program requirements.

Conclusion

The University of Fort Hare offers a diverse range of programs and opportunities for students worldwide. Understanding the **University of Fort Hare entry require** is fundamental to crafting a successful application. By meeting academic standards, providing complete documentation, and adhering to deadlines, prospective students can significantly improve their chances of admission. Whether you're an undergraduate, postgraduate, or international applicant, thorough preparation and a clear understanding of the requirements will set you on the path to becoming part of this historic university. Start planning your application today and take the first step toward achieving your academic aspirations at the University of Fort Hare.

University of Fort Hare Entry Requirements: A Comprehensive Guide for Prospective Students

Embarking on the journey to higher education at the University of Fort Hare Entry Requirements can be both exciting and daunting. As one of South Africa's most historic and prestigious institutions, Fort Hare attracts students from across the continent and beyond, eager to engage in its rich academic offerings. Understanding the specific entry requirements is essential for prospective students to prepare their applications effectively and ensure they meet the necessary criteria to join

this esteemed university.

In this detailed guide, we will explore everything you need to know about the University of Fort Hare Entry Requirements, including undergraduate, postgraduate, international student criteria, and tips for a successful application process.

Overview of the University of Fort Hare

The University of Fort Hare is renowned for its contributions to higher education, particularly in Africa’s socio-political landscape. Located in Alice, Eastern Cape, South Africa, Fort Hare offers a diverse array of programs, emphasizing social sciences, humanities, and leadership development. Its historical significance and academic excellence make it a sought-after destination for students committed to making a difference.

General Entry Requirements for Undergraduate Programs

Academic Qualifications

To gain entry into undergraduate programs at the University of Fort Hare, applicants must meet specific academic standards:

- National Senior Certificate (NSC): A minimum of Grade 12 with a pass in the designated subjects.
- Minimum Admission Points Score (APS): The university generally requires an APS score of 24 or higher, but this can vary depending on the program.
- Subject Requirements: Certain programs demand specific subject passes (e.g., Mathematics for Engineering or Commerce degrees).

Specific Program Requirements

Program	Minimum APS	Subject Requirements	Additional Criteria
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Bachelor of Arts (BA)	24	English, and other relevant subjects	Portfolio or motivational letter optional
Bachelor of Science (BSc)	24	Mathematics and Science-related subjects	Depending on specialization

| Bachelor of Commerce (BCom) | 24 | Mathematics or Mathematical Literacy | Relevant work experience (if applicable) |

Note: Applicants are advised to check the specific program pages for precise requirements, as some courses may have higher thresholds or additional criteria.

Postgraduate Entry Requirements

Honours, Master's, and Doctoral Programs

For postgraduate studies, the entry criteria are more specialized:

- Honours Degree: A relevant Bachelor's degree with a minimum average of 50-60%, depending on the program.
- Master's Degree: An appropriate Honours degree or equivalent qualification, often with a minimum of 60% average.
- Doctoral Studies: A Master's degree in a relevant field, along with a research proposal and potential interviews.

Additional Postgraduate Admission Criteria

- Research Proposal: Particularly for master's and doctoral candidates, to demonstrate research capability.
- Work Experience: Some programs prefer or require relevant professional experience.
- Language Proficiency: For non-native English speakers, proof of proficiency via tests like IELTS or TOEFL may be necessary.

International Student Entry Requirements

International applicants have specific criteria to meet:

- Academic Qualifications: Equivalent of South African Grade 12 or university qualifications recognized internationally.
- English Language Proficiency: Proof of English proficiency (e.g., IELTS score of 6.0 or TOEFL iBT score of 80+).
- Visa and Immigration Requirements: Obtain the necessary study visa for South Africa.

Application Process for International Students:

- Submit completed application form.
- Provide certified copies of academic transcripts and certificates.
- Submit proof of English language proficiency.
- Provide a valid passport and visa documentation.
- Pay application fees as specified.

Additional Admission Criteria and Considerations

- Selection Tests and Interviews: Certain competitive programs (e.g., Law, Education) may require aptitude tests or interviews.
- Motivational Letters or Portfolios: For programs emphasizing research or creative work, applicants might need to submit supporting documents.
- Disability Support: The university is committed to accessibility; students with disabilities should communicate their needs early.

How to Prepare Your Application

- Research the Program Requirements: Visit the official university website to confirm specific entry criteria.
- Gather Necessary Documentation:
 - Academic transcripts
 - ID or passport
 - Proof of English proficiency (if applicable)
 - Motivation or personal statement
- Complete the Application Form: Online or paper-based, depending on the program.
- Pay Application Fees: Ensure timely payment to avoid delays.
- Monitor Application Status: Use the university portal to track your application progress.

Tips for a Successful Application

- Meet the Deadlines: Application periods vary; submit early to avoid missing out.
- Ensure Completeness: Incomplete applications are often rejected; double-check all documents.
- Highlight Relevant Experience: Especially for postgraduate applications, emphasize research interests or professional experience.

- Prepare for Additional Assessments: If required, practice for interviews or tests.
- Seek Guidance: Contact the admissions office or academic advisors for support.

Final Thoughts

Understanding the University of Fort Hare Entry Requirements is crucial for prospective students aiming to join this historic institution. By carefully reviewing academic prerequisites, preparing the necessary documentation, and adhering to application deadlines, applicants can improve their chances of acceptance. Whether you are an undergraduate or postgraduate candidate, thorough preparation and awareness of specific program criteria will pave the way for a successful application process and a rewarding academic journey at Fort Hare.

Embark on your higher education adventure equipped with knowledge and confidence?your future at the University of Fort Hare awaits!

Question What are the basic entry requirements for undergraduate programs at the University of Fort Hare? The basic entry requirements include a National Senior Certificate (NSC) with a minimum performance level as specified by the program, typically a certain APS score, and meeting specific subject prerequisites depending on the chosen course. **Does the University of Fort Hare require a minimum APS score for admission?** Yes, applicants generally need to meet a minimum APS (Admission Point Score), which varies by program but is often around 20-24 points, as well as meeting subject requirements. **Are there specific entry requirements for postgraduate studies at the University of Fort Hare?** Postgraduate entry requirements typically include holding a relevant undergraduate degree with a specified minimum average, along with any additional program-specific prerequisites or admissions tests. **Does the University of Fort Hare consider international students' applications?** Yes, international students can apply, but they must meet the same academic requirements and provide proof of qualifications equivalent to the South African NSC, along with English proficiency if applicable. **Are there any special entry considerations or additional requirements for mature students at the University of Fort Hare?** Mature students may be considered based on their work experience and other qualifications, and they might be required to undergo an assessment or provide proof of relevant experience in lieu of certain academic requirements.

Related keywords: University of Fort Hare admission requirements, UFH entry criteria, Fort Hare university application prerequisites, UFH admission process, University of Fort Hare required documents, UFH acceptance criteria, Fort Hare university eligibility, UFH undergraduate requirements, Fort Hare postgraduate entry, UFH application guidelines

Certificate course for data entry operator

Certificate Course for Data Entry Operator

In today's digital-driven world, the role of data entry operators has become increasingly vital across various industries. They ensure that data is accurately recorded, maintained, and accessible for analysis and decision-making. To excel in this field, acquiring a specialized certificate can significantly enhance your skills, credibility, and employability. A **certificate course for data entry operator** offers comprehensive training tailored to develop proficiency in data handling, software tools, and organizational workflows. Whether you're a beginner or looking to upgrade your skills, enrolling in such a course can open doors to numerous career opportunities.

Understanding the Importance of a Certificate Course for Data Entry Operators

Why Pursue a Data Entry Operator Certificate?

A certificate validates your skills and knowledge in data management, making you a preferred candidate for employers. It demonstrates your commitment to professional development and can lead to higher-paying roles.

Benefits of Completing a Certificate Course

- **Enhanced Skills:** Learn the latest tools and techniques for efficient data entry.
- **Increased Employability:** Stand out in a competitive job market with recognized certification.
- **Career Growth:** Access to advanced roles such as data analyst or database administrator.
- **Practical Experience:** Hands-on training prepares you for real-world scenarios.
- **Certification Recognition:** Many courses are accredited, adding credibility to your resume.

Curriculum of a Typical Data Entry Operator Certificate Course

Core Modules Covered

A comprehensive course will encompass various modules designed to build foundational and advanced skills, including:

- **Introduction to Data Entry**
 - Understanding data entry roles and responsibilities
 - Types of data entry jobs and industries

- Computer Fundamentals

- Basic computer operations
- Operating systems (Windows, Mac)

- Microsoft Office Suite

- MS Word: Document formatting and editing
- MS Excel: Data entry, formulas, functions, and data management
- MS PowerPoint: Presentation basics for reporting

- Data Management Tools

- Introduction to Google Sheets and other online tools
- Data sorting, filtering, and validation techniques

- Typing Skills and Speed

- Touch typing techniques
- Speed and accuracy improvement exercises

- Data Entry Software and OCR Tools

- Using data entry software like Tally, SAP, etc.
- Introduction to Optical Character Recognition (OCR) technologies

- Data Security and Privacy

- Understanding data confidentiality
- Best practices for data security

- Basic Data Analysis

- Introduction to data interpretation
- Generating simple reports

Additional Modules

Depending on the course provider, additional modules may include:

- Soft skills for effective communication
- Time management and productivity tips
- Freelancing and job search strategies

Who Should Enroll in a Data Entry Operator Certificate Course?

Ideal Candidates

- Students seeking to start a career in data management
- Working professionals aiming to upgrade their skills
- Entrepreneurs and small business owners needing data handling expertise
- Individuals looking for remote or part-time job opportunities

Prerequisites

Most courses do not require prior technical knowledge. Basic computer literacy and familiarity with typing are advantageous but not mandatory.

How to Choose the Right Certificate Course for Data Entry Operator

Factors to Consider

- **Accreditation and Certification:** Ensure the course is recognized by relevant industry bodies or institutions.
- **Course Content:** Check if the curriculum covers essential skills and latest tools.
- **Practical Training:** Opt for courses offering hands-on assignments and projects.
- **Instructor Expertise:** Experienced trainers with industry background add value.
- **Flexible Learning Options:** Online, offline, or hybrid modes to suit your schedule.
- **Placement Support:** Assistance with job placement or internships provides a competitive edge.

Popular Training Providers

Some renowned institutes and online platforms offering certificate courses include:

- NIIT
- NIELIT (National Institute of Electronics & Information Technology)
- Coursera and Udemy
- Aptech

- Local vocational training centers

Career Opportunities After Completing a Data Entry Operator Certificate Course

Job Roles

- Data Entry Operator
- Data Assistant
- Office Assistant
- Administrative Assistant
- Data Processor
- Clerical Staff

Industries Hiring Data Entry Operators

- Healthcare and Hospitals
- Banking and Finance
- Government Offices
- Educational Institutions
- Retail and E-commerce
- IT and Software Services

Salary Expectations

Entry-level data entry operators in India can expect a salary range of ₹10,000 to ₹20,000 per month. With experience and specialized skills, this can increase to ₹30,000 or more.

Advancement Opportunities

After gaining experience and additional certifications, professionals can move into roles such as:

- Data Analyst
- Database Administrator
- Project Coordinator
- Office Manager

Cost and Duration of a Certificate Course for Data Entry Operator

Course Duration

Most courses range from 1 to 6 months depending on the depth of content and mode of delivery.

Cost Estimates

Fees can vary widely:

- Basic courses: ?5,000 to ?15,000
- Advanced or certification programs: ?15,000 to ?30,000+

Always verify what is included in the fee?such as study materials, certification, and placement support.

Conclusion

A **certificate course for data entry operator** is an excellent investment for anyone looking to establish or enhance their career in data management. With comprehensive training, practical exposure, and industry-recognized certification, you can develop the necessary skills to excel in various sectors. As data continues to grow in importance, skilled data entry professionals will remain in high demand. By choosing the right course, dedicating yourself to learning, and gaining real-world experience, you can build a rewarding career in this essential field.

Start your journey today by enrolling in a suitable data entry operator certification course and unlock new professional opportunities!

Certificate Course for Data Entry Operator: A Comprehensive Guide to Skill Development and Career Opportunities

In the rapidly evolving digital landscape, the role of a certificate course for data entry operator has gained immense popularity among aspiring professionals seeking to establish a foothold in the administrative and data management sectors. Such courses serve as a gateway for individuals to acquire essential skills, enhance their employability, and open doors to a multitude of job opportunities in various industries. With the increasing reliance on digital data management, a certificate in data entry operations has become a valuable credential for both beginners and those looking to upgrade their existing skills.

Understanding the Certificate Course for Data Entry Operator

A certificate course for data entry operator is a structured training program designed to equip

learners with fundamental and advanced skills required to perform accurate data entry, management, and processing tasks. These courses are typically short-term, practical-oriented, and affordable, making them accessible to a broad spectrum of students and working professionals.

What Does the Course Cover?

Most certificate courses encompass a variety of modules, including:

- Basic Computer Skills
- Data Entry Techniques
- Microsoft Office Suite (Excel, Word, PowerPoint)
- Data Management and Organization
- Speed and Accuracy Improvement
- Basic Database Management
- Introduction to ERP Software
- Data Security and Privacy Principles
- Soft Skills and Communication

Course Duration and Certification

The duration varies from a few weeks to a few months, depending on the depth of the curriculum and the institution offering it. Upon successful completion, learners receive a certificate that validates their skills, which can be showcased to potential employers or used to enhance their resume.

Reasons to Enroll in a Data Entry Operator Certificate Course

Choosing to pursue a certificate course in data entry operation offers numerous benefits:

Skill Enhancement

- Improves data handling efficiency
- Increases speed and accuracy in data entry tasks
- Introduces learners to various software tools used in the industry

Career Opportunities

- Entry-level positions in government offices, private companies, BPOs, and NGOs

- Freelance data entry projects
- Data processing and management roles

Cost-Effective and Time-Efficient

- Short duration compared to degree programs
- Affordable course fees

Foundation for Further Learning

- Prepares learners for advanced courses like data analysis, database management, or software development

Key Features and Benefits of the Course

When evaluating a certificate course, it's essential to understand its core features and how they align with your career goals.

Practical Focus

Most courses emphasize hands-on training, allowing learners to practice real-world data entry tasks using relevant software.

Industry-Relevant Curriculum

Curriculums are regularly updated to reflect current industry standards, tools, and best practices.

Certification and Recognition

Certificates from reputed institutes can add value to your professional profile, especially when recognized by industry leaders.

Flexible Learning Options

Many institutes offer online, offline, or hybrid modes, accommodating various learners' schedules.

Placement Assistance

Some courses include job placement support, interview preparation, and internships to facilitate

smoother entry into the workforce.

Pros and Cons of Pursuing a Certificate Course for Data Entry Operator

Pros:

- Short-term commitment with quick skill acquisition
- Affordable compared to degree programs
- Enhances employability for administrative roles
- Provides practical skills relevant to current job markets
- Certification adds credibility to resumes

Cons:

- Limited scope compared to comprehensive IT courses
- May not qualify for specialized or managerial roles
- Skill obsolescence if not updated regularly
- Quality varies across institutions
- Some jobs may require additional qualifications or experience

Top Skills Developed Through the Course

Enrolling in a data entry operator certificate course helps learners develop a broad set of skills, including:

- Typing Speed and Accuracy: Essential for efficient data entry
- Proficiency in Microsoft Office (Excel, Word): For document creation, data analysis, and reporting
- Data Management Skills: Organizing, sorting, and validating large datasets
- Basic Database Knowledge: Understanding data structures and storage methods
- Attention to Detail: Ensuring data accuracy and minimizing errors
- Time Management: Meeting deadlines in fast-paced environments
- Communication Skills: Reporting and coordinating with team members

Popular Institutions Offering Certificate Courses

Many reputed institutes and online platforms offer comprehensive data entry operator certification

programs. Some notable options include:

Government and Private Colleges

- Local government polytechnics and vocational institutes
- Private colleges with computer training departments

Online Learning Platforms

- Udemy
- Coursera
- LinkedIn Learning
- Skillshare
- National Digital Literacy Mission (NDLM) initiatives

Corporate Training Providers

- NIIT
- Aptech
- Jetking

When choosing a course, consider factors like accreditation, course content, faculty expertise, student reviews, and placement support.

How to Choose the Right Course?

Selecting the most suitable certificate course involves evaluating several key aspects:

Accreditation and Recognition

Ensure the institute or platform is recognized by relevant authorities or industry bodies.

Course Content

Look for courses that cover essential skills such as data entry techniques, software proficiency, and data security.

Practical Training

Prefer courses with hands-on projects, assignments, and real-world scenarios.

Faculty Expertise

Experienced trainers can significantly enhance learning outcomes.

Flexibility and Schedule

Choose a course that aligns with your availability, whether online or offline.

Placement Support

Institutes offering job assistance can ease your transition into employment.

Career Prospects After Completing a Data Entry Operator Course

The certification opens various avenues, including:

- Data Entry Operator in Government and Private Sectors: Administrative offices, banks, insurance companies, and telecom firms frequently hire for data entry roles.
- Data Processing Executive: Handling large datasets for research, marketing, or statistical analysis.
- Back Office Executive: Supporting organizational functions with data management.
- Freelance Data Entry Professional: Working remotely for clients worldwide.
- Internships and Part-Time Opportunities: Gaining experience while pursuing studies or other jobs.

Salary Expectations

While entry-level salaries vary based on location, organization, and experience, fresh data entry operators can expect:

- Starting salaries ranging from ?10,000 to ?20,000 per month
- Potential increments with experience and skill enhancement
- Freelancers earning based on project scope and speed

Challenges and Limitations

Despite its advantages, pursuing a certificate course for data entry operator has some limitations:

- Limited Scope for Career Advancement: Without additional skills or qualifications, upward mobility may be limited.
- Repetitive Nature of Tasks: Data entry can be monotonous, requiring patience and precision.
- Competition: High demand attracts many entrants, making competition fierce.
- Technological Changes: Continuous learning is necessary to keep up with new tools and software.

Conclusion: Is a Certificate Course for Data Entry Operator Worth It?

A certificate course for data entry operator is an excellent starting point for individuals seeking entry into administrative, data management, or clerical roles. It offers a practical, cost-effective way to acquire essential skills, enhances employability, and can serve as a stepping stone towards more advanced career paths such as data analysis, database management, or software development. However, success depends on the learner's commitment to continuous skill development, accuracy, and adapting to evolving industry standards.

In summary, if you are looking for a quick, affordable way to develop marketable skills in data entry and management, enrolling in a reputable certificate program can be a strategic move. Coupled with dedication and a willingness to learn, such courses can pave the way for stable employment and professional growth in the digital age.

Question What is a certificate course for data entry operator? A certificate course for data entry operator is a short-term training program that equips individuals with essential skills to efficiently perform data entry tasks, including typing, data management, and basic computer operations. **Who can enroll in a data entry operator certificate course?** Anyone interested in data management and computer skills, including students, job seekers, and professionals looking to enhance their qualifications, can enroll in a data entry operator certificate course. **What are the key skills taught in a data entry operator certificate course?** The course typically covers keyboarding skills, MS Office applications, data management, typing speed and accuracy, basic computer hardware and software knowledge, and data security practices. **How long does a certificate course for data entry operator usually last?** The duration varies but generally ranges from 1 to 6 months, depending on the course intensity and provider. **Are online certificate courses for data entry operators available?** Yes, many institutes offer online certification programs that provide flexibility and comprehensive training for aspiring data entry operators. **What are the job prospects after completing a data entry operator certificate course?** Graduates can find opportunities as data entry clerks, administrative assistants, back-office executives, and in sectors like banking, healthcare, retail, and government offices. **Is a certificate course for data entry operators recognized by employers?** Most certified courses from reputed institutes are recognized by employers as valid proof of skills, especially if the course includes practical training and assessments. **What are the eligibility criteria for enrolling in a data entry operator certificate course?** Typically, candidates should have a minimum educational qualification of high school diploma or equivalent; some courses may

have age or language prerequisites. How much does a certificate course for data entry operator cost? The cost varies depending on the institute and course duration but generally ranges from free or low-cost online courses to several thousand rupees for comprehensive offline programs.

Related keywords: data entry certification, data entry training, data entry operator course, data entry certification program, data entry skills course, data entry certification online, data entry beginner course, data entry professional training, data entry operator certification, data entry course online

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