Data Entry
Certificate of Proficiency
15 Credits

These classes may be applied toward the two-year Associate in Applied Arts degree. Students in this program must complete each class with a grade of 2.0 or higher.

Contacts:	Shannon Sharpe, ext. 4378	Lea Ann Simpson, ext. 4393	Julie Slettvet, ext. 4687
	ssharpe@greenriver.edu	lsimpson@greenriver.edu	slettvet@greenriver.edu

Dept./No.	Course Title	Credits
BTAC 100	Fundamentals of Computers	5
BTAC 101 **or**	Beginning Keyboarding **or**	
BTAC 102	Intermediate Keyboarding	5
BTAC 110	Business Math Applications	5