



Summer 2017

File Clerk
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.

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Dept./No.	Course Title	Credits
BTAC 100	Fundamentals of Computers	5
BTAC 101 or	Beginning Keyboarding or	
BTAC 102	Intermediate Keyboarding	5
BTAC 140	Records Management	5