



Summer 2017

Office Support 1
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 102	Intermediate Keyboarding	5
BTAC 112	Beginning Word	5
BTAC 130	Business Correspondence	5