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**Office Support 2**  
**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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<b>Dept./No.</b>	<b>Course Title</b>	<b>Credits</b>
BTAC 132	Business Communications Applications	5
BTAC 140 <b>or</b>	Records Management <b>or</b>	
BTAC 150	Introduction to Windows	5
BTAC 162	Introduction to Excel	5