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**Records Information Clerk  
Certificate of Proficiency  
25-30 Credits**

These classes may be applied towards 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 100	Fundamentals of Computers	5
* BTAC 101	Beginning Keyboarding	0-5
BTAC 111	Introduction to Computer Literacy	5
BTAC 112	Beginning Word	5
BTAC 140	Records Management	5
CMST& 210	Interpersonal Communication	5

*\* Credit by advanced placement may be granted in typing/keyboarding after departmental review of prior training.*