

CAT-61 — PROFESSIONAL OFFICE PROCEDURES

About This Course

Transfer: CSU

3.00 units

Prerequisite: None., Advisory: CAT-3 and CAT-31 and CAT-51.

Description: Mastering procedures for the office professional through the development of: business communications, team building, business ethics, word processing, data base management, spreadsheets, presentation techniques, and general office skills. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)