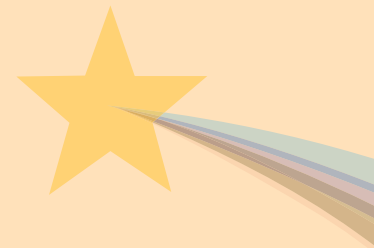




BASIC OFFICE COMMUNICATIONS

The business world has its own distinctive way of communicating information. Business documents have a specific format, and they use words and terms that are unique to the business world. The Basic Office

Communications course sequence introduces you to the "language" of business and prepares you to work more effectively and professionally in a business environment.



COURSES REQUIRED

COURSE NUMBER	COURSE TITLE	UNITS
CAOT 032	Business Communications	3
CAOT 031	Business English	3
CAOT 034	Business Terminology	2
TOTAL UNITS		8

Students need to meet the ESL or English 28/31 requirement