

**BUSINESS, INFORMATION
SYSTEMS & TECHNOLOGY
DEPARTMENT**

**COMPUTER APPLICATIONS &
OFFICE TECHNOLOGY
SATURDAY CERTIFICATE AND
DEGREE CLASSES**

- **Business Information Worker**
- **Executive Office Management**
- **Office Assistant**

CAT-30-49259 Business English

CAT-31-49260 Business Communication Fundamentals

CAT-51-49264 Intermediate Keyboarding/Document Processing

CAT-93-49263 Computers for Beginners

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