

**COMPUTER
APPLICATIONS &
OFFICE TECHNOLOGY**

**OFFERED
SPRING 2020**

**Don't wait! Enroll in these CAT
courses offered only in the
Spring term in this format.**

CAT-61-40291

CAT-62-40292

CAT-90-42078

**These courses will not be offered
again until the next academic year**

Registration is open. Enroll by adding
the courses in WebAdvisor.

Individuals interested in these
classes should contact Lorena
Franco at (951) 222-8624 or
Janet.Lehr@rcc.edu for information.



CAT-61

Professional Office
Procedures
Online - 8 Weeks

CAT-62

Records
Management
Online - 8 Weeks

CAT-90

Microsoft Outlook
Hybrid- 6 Weeks
(Hybrid Format)