

OFFICE FAST TRACK CERTIFICATE

Required Classes (12 Units)



CAT1A Business Etiquette (1 Unit)

Provides both the knowledge and skills required to quickly apply business standards of appropriate etiquette and behavior to project a professional image.

CAT30A Business English (1 Unit)

Examines the mechanics of communications. Includes a study of grammar fundamentals, sentence structure, punctuation, vocabulary, and spelling.

CAT34A Intro to MS Word (1.5 Units)

Skill development in the use of Microsoft Word for Windows for word processing.

CAT53 Keyboarding (1 Unit)

Develops basic alpha/numeric keyboarding/touch typing skills on an electronic keyboard.

CAT65 Intro to MS PowerPoint (1.5 Units)

Creation of overhead transparencies, electronic presentations, or formal presentations.

CAT 93 Computers for Beginners (3 Units)

A practical step-by-step introduction to computer literacy topics, application skills, the Internet and Internet searching, and computer ethics.

CAT95A Intro to the Internet (1.5 Units)

Skill development in the concepts of using the Internet on microcomputers.

CAT98A Intro to MS Excel (1.5 Units)

Skill development in electronic spreadsheets using Excel for business.

NOTE: All computers classes have an 18 hour lab component. Hours may be completed in the CAT Lab (BE204) or the MLK Lab (219). Arrangements for completion of hours to be arranged with instructor.