

This course provides comprehensive coverage and integration of business skills and issues. It is designed to help develop decision-making skills, and establish a foundation in business procedures. Study of the electronic office, technology and procedures, document creation and distribution, research and organization of business reports, travel and conference planning, financial and legal procedures, and employment and career advancement is included.

Letter Grade, Pass/No Pass

3

48 - 54

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None

None

None

Transferable to CSU only