

OFFICE TECHNOLOGY (OTEC)

OTEC-505 Office Procedures and Systems (formerly OTEC-098)

3 Units (LEC 48-54)

This course provides students with the foundation to be a proactive and ethical administrative professional. Students will develop a professional image, provide value as a team member, develop workplace letters, reports, travel itineraries, and presentations. (formerly OTEC 098)

Transfers to CSU only