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Certified Travel Associate (CTA) Program CTA Study Guide

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Office Procedures - ProProfs Quiz

a. Describe procedures for managing electronic records. b. Prepare outgoing mail effectively. c. Identify methods for sending outgoing mail. d. Describe ways to handle incoming mail effectively. e. Describe how office printers and copiers are used in processing documents and records. 10. Coordinating Business Travel (1ai-ii, 2ci-iv, ei) a.

Course Syllabus POFT 1309 Administrative Office Procedures I

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