

# CIS 0052 - CREATING A VIRTUAL OFFICE

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## Catalog Description

Also known as BUS 52

Advisory: Eligibility for ENGL 1A

Hours: 54 lecture

Description: Introduction to the Virtual Office Profession. Explores issues to be addressed when creating a virtual office. Topics include managing time, customizing workplace environment, evaluating and buying technology, communicating with technology, and business ethics. (not transferable)

## Course Student Learning Outcomes

### Effective Term

### Course Type

### Contact Hours

### Outside of Class Hours

### Total Student Learning Hours

### Course Objectives

### General Education Information

- Approved College Associate Degree GE Applicability
- CSU GE Applicability (Recommended-requires CSU approval)
- Cal-GETC Applicability (Recommended - Requires External Approval)
- IGETC Applicability (Recommended-requires CSU/UC approval)

### Articulation Information

### Methods of Evaluation

### Repeatable

### Methods of Instruction

### Typical Out of Class Assignments

### Reading Assignments

### Writing, Problem Solving or Performance

### Other (Term projects, research papers, portfolios, etc.)

### Required Materials

Other materials and-or supplies required of students that contribute to the cost of the course.