

# CIS 0054 - MANAGING A VIRTUAL OFFICE

---

## Catalog Description

Also known as BUS 54

Advisory: Completion of CIS 50, BUS 52/CIS 52, and BUS 53/CIS 53 with grades of "C" or better

Hours: 54 lecture

Description: Examines specialized professional administrative concepts and documents used to manage information in the virtual workplace. Organizational concepts, decision making, effective business relationships, time and stress management, business plans, ethics, customer service, virtual business technology, and teamwork skills are emphasized. (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.