

CIS-3 — COMPUTER APPLICATIONS FOR BUSINESS

About This Course

Transfer: CSU

3.00 units

Prerequisite: None.

Description: This course introduces a suite of computer applications used in business and office professions. Individuals who are already established in these professions may also benefit from skills emphasized which include: use of basic operating system functions, file management, word processing, spreadsheets, database management, and presentation graphics. 54 hours lecture and 18 hours laboratory. (TBA option) (Same as CAT-3) (Letter Grade, or Pass/No Pass option)