COMPUTER INFORMATION AND OFFICE SYSTEMS (CIOS)

CIOS F100  Introduction to Personal Computers
1 Credit
Offered As Demand Warrants
Introduction to basic computer skills including using the mouse and menus, opening and exiting applications, creating basic word processing and spreadsheet files, basic file management, web browsing, email and virus protection.
Lecture + Lab + Other: 1 + 0 + 0

CIOS F103  Computer Survey
1-3 Credits
Offered As Demand Warrants
An introduction to the world of computers emphasizing microcomputers. Includes computer terminology and how to use computers as a tool to make work easier and to extend the reach of the mind.
Lecture + Lab + Other: 1-3 + 0 + 0

CIOS F103P  Computer Survey
1-3 Credits
An introduction to the world of computers emphasizing microcomputers. Provides computer terminology and how to use computers as a tool to make work easier and to extend the reach of the mind.
Lecture + Lab + Other: 1-3 + 0 + 0

CIOS F128  Microcomputer Operating Systems
3 Credits
Offered As Demand Warrants
Introduces students to the use and configuration of a current microcomputer operating system. Topics include: basic use, configuration, troubleshooting and maintenance, connecting to the Internet and security basics and safe computing practices.
Prerequisites: Recommended: CIOS F150 or equivalent skills.
Lecture + Lab + Other: 3 + 0 + 0

CIOS F130  Microcomputer Word Processing
1-3 Credits
Offered As Demand Warrants
Comprehensive exploration of topics related to using microcomputer word processors. Includes creating, formatting and revising documents; using proofreading and editing tools; implementing styles; using templates; and customizing the application.
Recommended: CIOS F150 or equivalent skills.
Lecture + Lab + Other: 1-3 + 0 + 0

CIOS F133  Microcomputer Presentation Software
1-3 Credits
Offered As Demand Warrants
Designing effective presentations. Includes organizing and designing an effective presentation of information using current microcomputer software.
Recommended: CIOS F150 or equivalent skills.
Lecture + Lab + Other: 1-3 + 0 + 0

CIOS F133P  Microcomputer Presentation Software
1-3 Credits
Designing effective presentations. Includes organizing and designing an effective presentation of information using current microcomputer software.
Recommended: CIOS F150 or equivalent skills.
Lecture + Lab + Other: 1-3 + 0 + 0

CIOS F135  Microcomputer Spreadsheets
1-3 Credits
Offered As Demand Warrants
Comprehensive exploration of topics related to using microcomputer spreadsheets. Includes creating, formatting and revising spreadsheets; creating formulas, graphics and charts; and using spreadsheets to organize, analyze and query information.
Recommended: CIOS F150 or equivalent skills.
Lecture + Lab + Other: 1-3 + 0 + 0

CIOS F146  Using Internet Tools and Technologies
1-3 Credits
Offered As Demand Warrants
Presentation of the Internet. Includes using and configuring current World Wide Web and email, and other communication tools; developing searching strategies; current and future trends; and basic web authoring. Develop a basic understanding of technologies and protocols used on the Internet.
Recommended: CIOS F150 or equivalent skills.
Lecture + Lab + Other: 1-3 + 0 + 0

CIOS F146A  Using the Internet
1-3 Credits
Presentation of the Internet. Includes using and configuring current World Wide Web and e-mail tools; developing searching strategies; current and future trends; and basic web authoring.
Recommended: Basic computer literacy, including saving and retrieving files and using basic software.
Lecture + Lab + Other: 1-3 + 0 + 0

CIOS F146B  Using the Internet
1-3 Credits
Presentation of the Internet. Includes using and configuring current World Wide Web and e-mail tools; developing searching strategies; current and future trends; and basic web authoring.
Recommended: Basic computer literacy, including saving and retrieving files and using basic software.
Lecture + Lab + Other: 1-3 + 0 + 0

CIOS F146C  Using the Internet
1-3 Credits
Presentation of the Internet. Includes using and configuring current World Wide Web and e-mail tools; developing searching strategies; current and future trends; and basic web authoring.
Recommended: Basic computer literacy, including saving and retrieving files and using basic software.
Lecture + Lab + Other: 1-3 + 0 + 0
CIOS F150  Computer Business Applications  
1-3 Credits  
Offered As Demand Warrants  
Designed to develop computer literacy in the use and understanding of computer systems, office productivity applications and the Internet. Topics include operating system fundamentals, file management, word processing and spreadsheet fundamentals and safe, secure and effective use of Internet technologies. 
Lecture + Lab + Other: 1-3 + 0 + 0

CIOS F150P  Computer Business Applications  
1-3 Credits  
Basic introduction to using a computer and office applications. Includes the operating system, how to save/retrieve files; word processing (document creation and formatting; spreadsheets (basic formulas and functions); and the Internet (browsing, searching and e-formulas and functions); and the Internet (browsing, searching and e-mail). NOTE: (Provides basic computer literacy and prepares for CIOS F110; CIOS F130; CIOS F134 and CIOS F146. No previous computer experience is required. 
Lecture + Lab + Other: 1-3 + 0 + 0

CIOS F189  Microcomputer Applications: Topics  
1-3 Credits  
Offered As Demand Warrants  
Extensive coverage of a specific microcomputer application. May be repeated for credit. 
Lecture + Lab + Other: 1-3 + 0 + 0

CIOS F216  Information Technology Certification II  
1-4 Credits  
Offered As Demand Warrants  
In-depth technical and comprehensive coverage of skills required for the intermediate stage of a specific information technology certification. Course may be repeated for different certifications. 
Prerequisites: Instructor approval. 
Lecture + Lab + Other: 1-4 + 0 + 0

CIOS F217  Information Technology Certification III  
1-4 Credits  
Offered As Demand Warrants  
In-depth technical and comprehensive coverage of skills required for the advanced stage of a specific information technology certification. Course may be repeated for different certifications. 
Prerequisites: Instructor approval. 
Lecture + Lab + Other: 1-4 + 0 + 0

CIOS F230  Advanced Word Processing  
1-3 Credits  
Offered As Demand Warrants  
Advanced concepts of word processing using various software. 
Prerequisites: CIOS F130. 
Lecture + Lab + Other: 1-3 + 0 + 0

CIOS F231  Introduction to Desktop Publishing  
1-2 Credits  
Offered As Demand Warrants  
Enter-level desktop publishing course introducing the chief features of a page layout program. Step-by-step instructions to create at least three simple publications. 
Prerequisites: Previous computer experience. 
Lecture + Lab + Other: 1-2 + 0 + 0

CIOS F233A  Desktop Publishing  
1-3 Credits  
Offered As Demand Warrants  
Publication design and layout using desktop publishing software. Includes integrating text and graphics, page layout design, scanning and basic image editing. 
Recommended: CIOS F150 or equivalent skills. 
Lecture + Lab + Other: 1-3 + 0 + 0

CIOS F233B  Desktop Publishing  
1-3 Credits  
Offered As Demand Warrants  
Publication design and layout using desktop publishing software. Includes integrating text and graphics, page layout design, scanning and basic image editing. 
Recommended: CIOS F150 or equivalent computer literacy including saving/retrieving files, use of office applications, Internet and e-mail. 
Lecture + Lab + Other: 0 + 0 + 0

CIOS F240  Microcomputer Databases  
1-3 Credits  
Offered As Demand Warrants  
Comprehensive introduction to microcomputer databases. Includes basic database concepts; how to maintain and update databases; how to build and use queries and forms; and how to build reports. Introduction to database design. 
Recommended: CIOS F135 or equivalent skills. 
Lecture + Lab + Other: 1-3 + 0 + 0

CIOS F255  Digital Graphics  
1-3 Credits  
Offered As Demand Warrants  
Comprehensive survey of microcomputer graphics using a graphics application. Includes use of professional-level graphics programs to create sophisticated graphics for a variety of uses. 
Recommended: CIOS F150 or equivalent skills. 
Lecture + Lab + Other: 1-3 + 0 + 0

CIOS F255A  Microcomputer Graphics  
1-3 Credits  
Offered As Demand Warrants  
Comprehensive survey of microcomputer graphics using a graphics application. Includes use of professional-level graphics programs to create sophisticated graphics for a variety of uses. 
Recommended: CIOS F150 or equivalent computer literacy including saving/retrieving files, use of office applications, Internet and e-mail. 
Lecture + Lab + Other: 1-3 + 0 + 0

CIOS F255B  Microcomputer Graphics  
1-3 Credits  
Offered As Demand Warrants  
Comprehensive survey of microcomputer graphics using a graphics application. Includes use of professional-level graphics programs to create sophisticated graphics for a variety of uses. 
Recommended: CIOS F150 or equivalent computer literacy including saving/retrieving files, use of office applications, Internet and e-mail. 
Lecture + Lab + Other: 1-3 + 0 + 0
CIOS F256A  Internet Authoring and Design  
1-3 Credits  
Comprehensive survey of a professional authoring tool to create documents for effective distribution through the Internet. Includes design and preparation of documents for electronic distribution.

**Recommended:** CIOS F146 and F150 or equivalent computer literacy including saving/retrieving files, use of office applications, Internet and e-mail.

**Lecture + Lab + Other:** 1-3 + 0 + 0

CIOS F256B  Internet Authoring and Design  
1-3 Credits  
Comprehensive survey of a professional authoring tool to create documents for effective distribution through the Internet. Includes design and preparation of documents for electronic distribution. Also available via Independent Learning.

**Recommended:** CIOS F146 and F150 or equivalent computer literacy including saving/retrieving files, use of office applications, Internet and e-mail.

**Lecture + Lab + Other:** 1-3 + 0 + 0

CIOS F257  Digital Video  
1-3 Credits  
Offered As Demand Warrants  
Comprehensive survey of creating and editing digital video using microcomputer tools. Includes the use of professional-level digital video applications to create short videos for a variety of uses.

**Recommended:** CIOS F150 or equivalent skills.

**Lecture + Lab + Other:** 1-3 + 0 + 0

CIOS F258  Digital Photography  
1-3 Credits  
Offered As Demand Warrants  
Comprehensive survey of tools and methods to create and edit digital images using microcomputer tools. Includes the use of professional-level digital photography applications.

**Recommended:** CIOS F150 or equivalent skills.

**Lecture + Lab + Other:** 1-3 + 0 + 0

CIOS F275P  Information Technology: Special Topics  
1-3 Credits  
Comprehensive coverage of a specific information technology topic.

**Recommended:** CIOS F150 or equivalent computer literacy including saving/retrieving files, use of office applications, Internet and e-mail.

**Lecture + Lab + Other:** 1-3 + 0 + 0

CIOS F503  Applying Telecommunications  
1 Credit  
Design and implementation of an approved project using telecommunications in the classroom or work place, or an in-depth research paper. Ongoing Independent Learning.

**Prerequisites:** CIOS F502.

**Lecture + Lab + Other:** 1 + 0 + 0