

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. 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.

Recommended: CIOS F150 or equivalent skills.

Lecture + Lab + Other: 3 + 0 + 0

CIOS F130 Word Processing

1-3 Credits

Offered As Demand Warrants

Comprehensive exploration of topics related to using 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 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 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 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 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

Entry-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 F233 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 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

This course provides a foundation in the techniques, methods and principles of digital graphics creation. Through the use of professional software applications, students gain skills and knowledge useful for graphic design and visual communication in today's world.

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