**Computer Information and Office Systems (CIOS)**

**Community & Technical College**
Computer & Information Technology Systems Program (https://www.ctc.uaf.edu/programs/information-technology/)
907-455-2800

**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
- **Grading System:** Pass/Fail Grades

**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
- **Grading System:** Letter Grades with option of Plus/Minus
- **Repeatable for Credit:** May be taken 3 times for up to 3 credits

**CIOS F128  Microcomputer Operating Systems**
3 Credits
Offered As Demand Warrants
Introduces 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
- **Grading System:** Letter Grades with option of Plus/Minus

**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
- **Grading System:** Letter Grades with option of Plus/Minus

**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
- **Grading System:** Letter Grades with option of Plus/Minus
- **Repeatable for Credit:** May be taken 3 times for up to 3 credits

**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
- **Grading System:** Letter Grades with option of Plus/Minus
- **Repeatable for Credit:** May be taken 3 times for up to 3 credits

**CIOS F136  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
- **Grading System:** Letter Grades with option of Plus/Minus
- **Repeatable for Credit:** May be taken 3 times for up to 3 credits
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
Grading System: Letter Grades with option of Plus/Minus
Repeatable for Credit: May be taken 2 times for up to 2 credits

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
Grading System: Letter Grades with option of Plus/Minus
Repeatable for Credit: May be taken 3 times for up to 3 credits

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
Grading System: Letter Grades with option of Plus/Minus
Repeatable for Credit: May be taken 3 times for up to 3 credits

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
Grading System: Letter Grades with option of Plus/Minus
Repeatable for Credit: May be taken 3 times for up to 3 credits

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
Grading System: Letter Grades with option of Plus/Minus
Repeatable for Credit: May be taken 3 times for up to 3 credits

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
Grading System: Letter Grades with option of Plus/Minus