# COMPUTER INFORMATION AND OFFICE SYSTEMS (CIOS)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Offered As Demand Warrants</th>
<th>Course Description</th>
<th>Lecture + Lab + Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIOS F100</td>
<td>Introduction to Personal Computers</td>
<td>1</td>
<td>Offered As Demand Warrants</td>
<td>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.</td>
<td>1 + 0 + 0</td>
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<tr>
<td>CIOS F103</td>
<td>Computer Survey</td>
<td>1-3</td>
<td>Offered As Demand Warrants</td>
<td>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.</td>
<td>1-3 + 0 + 0</td>
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<tr>
<td>CIOS F128</td>
<td>Microcomputer Operating Systems</td>
<td>3</td>
<td>Offered As Demand Warrants</td>
<td>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.</td>
<td>3 + 0 + 0</td>
</tr>
<tr>
<td>CIOS F130</td>
<td>Microcomputer Word Processing</td>
<td>1-3</td>
<td>Offered As Demand Warrants</td>
<td>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.</td>
<td>1-3 + 0 + 0</td>
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<tr>
<td>CIOS F133</td>
<td>Microcomputer Presentation Software</td>
<td>1-3</td>
<td>Offered As Demand Warrants</td>
<td>Designing effective presentations. Includes organizing and designing an effective presentation of information using current microcomputer software.</td>
<td>1-3 + 0 + 0</td>
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<tr>
<td>CIOS F135</td>
<td>Microcomputer Spreadsheets</td>
<td>1-3</td>
<td>Offered As Demand Warrants</td>
<td>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.</td>
<td>1-3 + 0 + 0</td>
</tr>
<tr>
<td>CIOS F146</td>
<td>Using Internet Tools and Technologies</td>
<td>1-3</td>
<td>Offered As Demand Warrants</td>
<td>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.</td>
<td>1-3 + 0 + 0</td>
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<tr>
<td>CIOS F146C</td>
<td>Using the Internet</td>
<td>1-3</td>
<td>Offered As Demand Warrants</td>
<td>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.</td>
<td>1-3 + 0 + 0</td>
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<tr>
<td>CIOS F150</td>
<td>Computer Business Applications</td>
<td>1-3</td>
<td>Offered As Demand Warrants</td>
<td>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.</td>
<td>1-3 + 0 + 0</td>
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<tr>
<td>CIOS F189</td>
<td>Microcomputer Applications: Topics</td>
<td>1-3</td>
<td>Offered As Demand Warrants</td>
<td>Extensive coverage of a specific microcomputer application. May be repeated for credit.</td>
<td>1-3 + 0 + 0</td>
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<tr>
<td>CIOS F216</td>
<td>Information Technology Certification II</td>
<td>1-4</td>
<td>Offered As Demand Warrants</td>
<td>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.</td>
<td>1-4 + 0 + 0</td>
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<tr>
<td>CIOS F217</td>
<td>Information Technology Certification III</td>
<td>1-4</td>
<td>Offered As Demand Warrants</td>
<td>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.</td>
<td>1-4 + 0 + 0</td>
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<tr>
<td>CIOS F230</td>
<td>Advanced Word Processing</td>
<td>1-3</td>
<td>Offered As Demand Warrants</td>
<td>Advanced concepts of word processing using various software.</td>
<td>1-3 + 0 + 0</td>
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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  
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 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