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: Letter Grades with option of Plus/Minus
Repeatable for Credit: May be taken unlimited times for up to 3 credits
Recommended: CIOS F150 or equivalent skills.

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.
Lecture + Lab + Other: 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
Recommended: CIOS F150 or equivalent skills.

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.
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
Recommended: CIOS F150 or equivalent skills.

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.
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
Recommended: CIOS F150 or equivalent skills.

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.
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
Recommended: CIOS F150 or equivalent skills.

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.
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 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.
Lecture + Lab + Other: 1-3 + 0 + 0
Grading System: Letter Grades with option of Plus/Minus
Repeatable for Credit: May be taken unlimited times for up to 3 credits

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

CIOS F150  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
Grading System: Letter Grades with option of Plus/Minus
Repeatable for Credit: May be taken 6 times for up to 6 credits

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
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

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