## 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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Repeatable for Credit</th>
<th>Grading System</th>
<th>Recommended Skills</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIOS F100</td>
<td>Introduction to Personal Computers</td>
<td>1 Credit</td>
<td>May be taken 3 times for up to 3 credits</td>
<td>Letter Grades with option of Plus/Minus</td>
<td>CIOS F150 or equivalent skills.</td>
</tr>
<tr>
<td>CIOS F103</td>
<td>Computer Survey</td>
<td>1-3</td>
<td>May be taken unlimited times for up to 3 credits</td>
<td>Letter Grades with option of Plus/Minus</td>
<td>CIOS F150 or equivalent skills.</td>
</tr>
<tr>
<td>CIOS F128</td>
<td>Microcomputer Operating Systems</td>
<td>3 Credits</td>
<td>May be taken 6 times for up to 6 credits</td>
<td>Letter Grades with option of Plus/Minus</td>
<td>Basic computer literacy, including saving and retrieving files and using basic software.</td>
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<tr>
<td>CIOS F130</td>
<td>Word Processing</td>
<td>1-3</td>
<td>May be taken 6 times for up to 6 credits</td>
<td>Letter Grades with option of Plus/Minus</td>
<td>CIOS F150 or equivalent skills.</td>
</tr>
<tr>
<td>CIOS F133</td>
<td>Microcomputer Presentation Software</td>
<td>1-3</td>
<td>May be taken 3 times for up to 3 credits</td>
<td>Letter Grades with option of Plus/Minus</td>
<td>CIOS F150 or equivalent skills.</td>
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<tr>
<td>CIOS F135</td>
<td>Microcomputer Spreadsheets</td>
<td>1-3</td>
<td>May be taken 3 times for up to 3 credits</td>
<td>Letter Grades with option of Plus/Minus</td>
<td>CIOS F150 or equivalent skills.</td>
</tr>
<tr>
<td>CIOS F146</td>
<td>Using Internet Tools and Technologies</td>
<td>1-3</td>
<td>May be taken unlimited times for up to 3 credits</td>
<td>Letter Grades with option of Plus/Minus</td>
<td>Basic computer literacy, including saving and retrieving files and using basic software.</td>
</tr>
<tr>
<td>CIOS F150</td>
<td>Computer Business Applications</td>
<td>1-3</td>
<td>May be taken 3 times for up to 3 credits</td>
<td>Letter Grades with option of Plus/Minus</td>
<td>CIOS F150 or equivalent skills.</td>
</tr>
<tr>
<td>CIOS F189</td>
<td>Microcomputer Applications: Topics</td>
<td>1-3</td>
<td>May be taken 3 times for up to 3 credits</td>
<td>Letter Grades with option of Plus/Minus</td>
<td>CIOS F150 or equivalent skills.</td>
</tr>
<tr>
<td>CIOS F230</td>
<td>Advanced Word Processing</td>
<td>1-3</td>
<td>May be taken 3 times for up to 3 credits</td>
<td>Letter Grades with option of Plus/Minus</td>
<td>Advanced concepts of word processing using various software.</td>
</tr>
</tbody>
</table>
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