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.
Prerequisites: Recommended: CIOS F150 or equivalent skills.
Lecture + Lab + Other: 3 + 0 + 0

CIOS F130  Microcomputer Word Processing
1-3 Credits
Offered As Demand Warrants
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.
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
Class Descriptions

**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