

# Computer Information & Office Systems (CIOS)

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## Courses

### CIOS A101 Keyboarding 3 Credits

Introduces keyboarding skills and emphasizes correct techniques and development of speed, accuracy, and proofreading. Introduces word processing concepts to produce personal and business letters, tables, and reports.

**Special Note:** Credit will not be counted for both CIOS A101 and (CIOS A101A and CIOS A101B and CIOS A101C).

### CIOS A101A Keyboarding A: Basic Keyboarding 1 Credit

Introduces the keyboard alphabet, number, and symbol keys. Emphasizes techniques and mechanics of keyboarding by touch.

**Special Note:** Credit will not be counted for both CIOS A101 and (CIOS A101A and CIOS A101B and CIOS A101C).

### CIOS A101B Keyboarding B: Business Documents I 1 Credit

Introduces keyboarding format for basic business correspondence, reports and tables using a word processing program. Continues to develop keyboarding speed, accuracy and proofreading.

**Special Note:** Credit will not be counted for both CIOS A101 and (CIOS A101A and CIOS A101B and CIOS A101C).

**Registration Restrictions:** CIOS A101A or 30 net WPM keyboarding skills recommended

### CIOS A101C Keyboarding C: Business Documents II 1 Credit

Builds on concepts introduced in CIOS A101B to create intermediate correspondence, resumes, reports and tables in a word processing program and continues to develop keyboarding speed and accuracy.

**Special Note:** Credit will not be counted for both CIOS A101 and (CIOS A101A and CIOS A101B and CIOS A101C).

**Prerequisites:** CIOS A101B with a minimum grade of C.

### CIOS A113 Operating Systems: MS Windows 1 Credit

Introduces currently supported versions of operating systems. Includes file and disk management, the control panel, desktop, utilities, windows setup, and maintenance.

### CIOS A125A Electronic Communications I: MS Outlook 1 Credit

Introduces electronic communication and time management features of Microsoft Outlook.

### CIOS A130A Word Processing I: MS Word 1 Credit

Introduces fundamentals, concepts and applications of word processing. Students learn basic commands needed to create, format, edit and print documents.

**Registration Restrictions:** Basic keyboarding skills of 20 WPM recommended

### CIOS A135A Spreadsheets I: MS Excel 1 Credit

Introduces the fundamentals of spreadsheet design and use, including basic commands, formulas, and functions. Covers insertion of charts, objects and hyperlinks.

**Registration Restrictions:** Basic keyboarding skills and file management knowledge recommended

### CIOS A140A Databases I: MS Access 1 Credit

Introduces the fundamentals of creating a relational database including tables, queries, forms and reports.

**Registration Restrictions:** Basic keyboarding and file management skills recommended

### CIOS A146 Internet Concepts and Applications 1 Credit

Introduces Internet concepts, tools and applications. Includes use of electronic mail; search strategies for research, academic and personal use; studies security and ethics issues; and new Internet technologies.

**Registration Restrictions:** Basic keyboarding and file management skills recommended

### CIOS A150A Presentations: MS PowerPoint 1 Credit

Introduces software and design techniques for creating professional presentations that include a variety of effects such as transition, animation, sound and graphics.

**Registration Restrictions:** Basic keyboarding and file management skills recommended

### CIOS A152A Digital Imaging Concepts and Applications: Photoshop 3 Credits

Introduces the fundamentals, concepts, and applications of digital imaging techniques, including basic digital design fundamentals, enhancing images, and creating images for use in print or on the web.

**Prerequisites:** CIOS A130A with a minimum grade of D or concurrent enrollment and CIOS A146 with a minimum grade of D or concurrent enrollment.

### CIOS A153B Website Design: Dreamweaver 3 Credits

Introduces fundamentals of web design using the Dreamweaver application. Emphasizes sound design principles and the use of CSS for formatting and layout.

**Prerequisites:** CIOS A130A with a minimum grade of D and CIOS A146 with a minimum grade of D and CIOS A152A with a minimum grade of D or concurrent enrollment.

### CIOS A161A Business Writing Strategies 2 Credits

Introduces proofreading techniques used in business communication. Develops skills in proofreading documents for content, usage, grammar, punctuation, spelling and format.

**Registration Restrictions:** Proof of placement into WRTG A111 and keyboarding skills of 30 net words per minute or higher.

### CIOS A165 Office Procedures 3 Credits

Introduces the duties and responsibilities of office employees in the following areas: mail, records management, office communications, reprographics, travel, meetings, conferences and employment procedures.

**Registration Restrictions:** Basic keyboarding, word processing and file management skills recommended

### CIOS A230A Word Processing II: MS Word 1 Credit

Covers skills necessary to create and edit business documents such as letters, memos, reports, basic tables and charts, outlines, mail merges, and column text. Examines sharing work using comments, revisions and merging.

**Registration Restrictions:** Keyboarding skills of 30 net WPM and basic Microsoft Word skills recommended

**CIOS A235A Spreadsheets II: MS Excel 1 Credit**

Presents concepts and techniques for using Excel to solve problems and make decisions. Topics include financial functions; multiple worksheets and workbooks; creating, sorting and querying a table; and templates.

**Registration Restrictions:** CIOS A135A recommended

**CIOS A240A Databases II: MS Access 2 Credits**

Presents concepts and techniques for using Access databases to solve problems and make decisions. Includes advanced features of queries, forms, filters, relationships, and integration with other applications.

**Prerequisites:** CIOS A140A with a minimum grade of D.

**CIOS A255 Multimedia Applications 3 Credits**

Applies computer skills to learn how to manipulate sound, digital video, and digital photography to create a multimedia presentation.

**Prerequisites:** CIOS A130A with a minimum grade of D and CIOS A135A with a minimum grade of D and CIOS A150A with a minimum grade of D.

**CIOS A295 Office Internship 1 Credit**

Places students in business offices related to their educational program and occupational objectives for a minimum of 45 hours of on-the-job work experience.

**Registration Restrictions:** Minimum of 12 CIOS credits and instructor permission

**Prerequisites:** CIOS A165 with a minimum grade of C.