Computer Info & Office Systems (CIOS)

Courses

CIOS A082 Clerical Accounting 3 Credits
Introduces accounting fundamentals using a service business to illustrate the basic accounting equation, closing the books, and preparing financial statements.

Special Note: Offered as Demand Warrants.

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 A102 Keyboarding Skill Building 1 Credit
Emphasizes development of keyboarding speed and accuracy.

Special Note: May be repeated with only 1 credit in each semester.

Prerequisites: CIOS A101A.

CIOS A103 Introduction to Personal Computers 1 Credit
Introduces personal computers to novice users. Includes basics of start-up and using the mouse to perform Windows operations.

CIOS A108 Digital Design Fundamentals 1 Credit
Introduces design fundamentals as they apply to using desktop publishing, image editing, and web design applications to communicate through online or print media.

Prerequisites: CIOS A113 and CIOS A130A.

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 A115 10-Key for Business Calculations 2 Credits
Introduces the 10-key touch control method to solve business-related calculations while developing speed and accuracy.

CIOS A116 Business Calculations 3 Credits
Introduces business calculations and use of calculators by touch to solve problems in bank records, payroll, trade and cash discounts, markup and markdown, interest, consumer credit, depreciation, inventory, financial statements, insurance, and taxes.

Prerequisites: MATH A054 with a minimum grade of C or ASSET Numerical Skills with a score of 43.

CIOS A118 Payroll Procedures 2 Credits
Introduces payroll procedures including calculating various types of payroll, keeping payroll records, federal laws, and reporting procedures.

CIOS A120A Bookkeeping Software Applications I: QuickBooks 1 Credit
Introduces the QuickBooks accounting program. Covers basic bookkeeping procedures for company setup and maintenance, data input for check register, accounts receivable, accounts payable, banking, and sales tax.

Special Note: Knowledge of bookkeeping principles is recommended.

Prerequisites: CIOS A101A and CIOS A113.

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 A108 or concurrent enrollment and CIOS A130A or concurrent enrollment and CIOS A146 or concurrent enrollment.

CIOS A153A  Website Design: HTML  1 Credit
Introduces designing web pages and documents using Hypertext Markup Language (HTML). Emphasizes sound design principles and the use of CSS for formatting and layout.
Prerequisites: CIOS A146.

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 and CIOS A146 and (CIOS A152A or concurrent enrollment or CIOS A156 or concurrent enrollment).

CIOS A154A  Desktop Publishing I: PageMaker  1 Credit
Introduces fundamentals and concepts of desktop publishing and design elements used to create a variety of documents for publication, including flyers, brochures, and newsletters.
Prerequisites: CIOS A101A.

CIOS A154B  Desktop Publishing I: MS Publisher  1 Credit
Introduces fundamentals and concepts of desktop publishing and design elements used to create a variety of documents for publication, including flyers, brochures, and newsletters.
Special Note: Students are strongly encouraged to complete CIOS A254B to gain a fuller understanding of this topic.
Prerequisites: CIOS A101A.

CIOS A156  Web Graphics: Fireworks  1 Credit
Introduces the concepts and skills for creating and optimizing web graphics such as animated GIFs, slices, and image maps.
Prerequisites: CIOS A130A and CIOS A146 and (CIOS A153A or concurrent enrollment or CIOS A153B or concurrent enrollment).

CIOS A160  Business English  3 Credits
Analyzes sentence structure and usage in business communications for application to proofreading and editing documents.
Special Note: Recommend CIOS A161A and CIOS A260A.
Prerequisites: WRTG A090 with a minimum grade of C or ASSET Writing Skills with a score of 40.

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 A162A  Shorthand  3 Credits
Introduces an alphabetic shorthand system designed for fast note taking or dictation.
Prerequisites: CIOS A101A.

CIOS A164  Filing  1 Credit
Introduces filing terminology, techniques, and ARMA (American Records Management Association) filing rules as they apply to alphabetic, numeric, subject, and geographic filing systems.

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 A190  Selected Topics in Office Technology  1-3 Credits
Covers various topics in office technology. Course content is determined by specific student or industry needs.
Special Note: Prerequisites will vary with topic.

CIOS A201A  Document Processing  1 Credit
Applies word processing and proofreading skills to create quality documents using transcription equipment. Designed for students with no previous transcription experience.
Prerequisites: CIOS A101B or CIOS A101C and CIOS A161A.

CIOS A204  Medical Transcription  1 Credit
Applies word processing and proofreading skills to machine transcription of medical dictation to produce accurate, quality documents. Designed for students with no previous transcription experience. Students will learn needed medical terminology.
Prerequisites: (CIOS A101B or CIOS A101C) and CIOS A161A.

CIOS A220A  Bookkeeping Software Applications II: QuickBooks  2 Credits
Applies skills learned in CIOS A120A to more advanced applications of creating financial reports, period-end procedures, payroll, inventory, jobs and time tracking, accounting issues, and integration with other software.
Prerequisites: CIOS A120A.

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
Prerequisites: CIOS A165.

Covers workplace trends, management techniques, communication, conflict resolution, ethics, diversity, technology, legal issues and the changing roles of the administrative professional.

Prerequisites: CIOS A165 with a minimum grade of C.

Covers word processing and computer skills to preparation of legal documents in the areas of corporate, family, probate, real estate, and bankruptcy law with emphasis on accuracy, style, and understanding the purpose of the documents. Studies legal procedures and legal vocabulary in these areas and examines law office organization and legal ethics.

Prerequisites: CIOS A201A and CIOS A230A.

Examines project management fundamentals and develops skills required to contribute as a project team member and leader of small projects that are related to a student's area of technical expertise. Topics include project planning and design, project team skills, project implementation and reporting, and project completion.

Prerequisites: CIOS A270A.

A culminating class for students to demonstrate their ability to use a suite of applications to meet office needs. Students work closely with faculty to produce an end product that utilizes at least three software applications to enhance workplace efficiency.

Registration Restrictions: Faculty permission and advanced knowledge of CIOS topics.

Covers topics related to the creation, use, maintenance, protection, retrieval, and management of information and records. Covers the field of records management, legal and ethical issues, and the controls and technology related to the creation, use, maintenance, protection, retrieval, and disposition of paper and electronic records.

Prerequisites: CIOS A165 with a minimum grade of C.

Examines workplace trends, management techniques, communication, conflict resolution, ethics, diversity, technology, legal issues and the changing roles of the administrative professional.

Prerequisites: CIOS A165 with a minimum grade of C.

Examines how to assess personal talents and career goals to develop appropriate cover letters, resumes and portfolios. Emphasizes job search techniques, preparation for successful interviews and job success.

Registration Restrictions: CIOS A165 recommended

Prerequisites: CIOS A165 with a minimum grade of C.

Examines workplace trends, management techniques, communication, conflict resolution, ethics, diversity, technology, legal issues and the changing roles of the administrative professional.

Prerequisites: CIOS A165 with a minimum grade of C.

Covers word processing and computer skills to preparation of legal documents in the areas of corporate, family, probate, real estate, and bankruptcy law with emphasis on accuracy, style, and understanding the purpose of the documents. Studies legal procedures and legal vocabulary in these areas and examines law office organization and legal ethics.

Prerequisites: CIOS A201A and CIOS A230A.

Examines project management fundamentals and develops skills required to contribute as a project team member and leader of small projects that are related to a student's area of technical expertise. Topics include project planning and design, project team skills, project implementation and reporting, and project completion.

Prerequisites: CIOS A270A.

A culminating class for students to demonstrate their ability to use a suite of applications to meet office needs. Students work closely with faculty to produce an end product that utilizes at least three software applications to enhance workplace efficiency.

Registration Restrictions: Faculty permission and advanced knowledge of CIOS topics.

Covers topics related to the creation, use, maintenance, protection, retrieval, and management of information and records. Covers the field of records management, legal and ethical issues, and the controls and technology related to the creation, use, maintenance, protection, retrieval, and disposition of paper and electronic records.

Prerequisites: CIOS A165 with a minimum grade of C.

Examines workplace trends, management techniques, communication, conflict resolution, ethics, diversity, technology, legal issues and the changing roles of the administrative professional.

Prerequisites: CIOS A165 with a minimum grade of C.

Examines how to assess personal talents and career goals to develop appropriate cover letters, resumes and portfolios. Emphasizes job search techniques, preparation for successful interviews and job success.

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