Date:
Name:
SSN:
Advisor:

Requirements: A minimum grade of C is required in all courses. Some courses will be offered only by distance delivery. Due to the rapid change in technology, the certificates in Computer Applications, Desktop Publishing and Graphics, Networking Essentials, Cisco Networking Certification, Computer Programming, Advanced Computer Programming, and Web Publishing must be completed in a maximum of three years. A maximum of seven (7) credits may be completed by University Credit by Examination. A minimum of nine (9) credits must be completed at UAS.

			Credits	Transfer Credit	UAS Credit	Grade	Term
CIOS	101	Computer Keyboarding and Formatting	3				
CIOS	110A	Microcomputer Operating System, Part A	1				
CIOS	116	Business Mathematics	3				
CIOS	130	Word Processing Concepts and Applications I	1				
CIOS	135	Spreadsheet Concepts and Applications I	1				
CIOS	140	Database Concepts and Applications I	1				
CIOS	146A	Internet Concepts and Applications I	1				
CIOS	160	Business English	3				
CIOS	165	Administrative Support Procedures	3				
CIOS	262	Professional Development	3				
CIOS	264	Records Management	2				
		Total Credits	**22**				

Sequence:		First Fall	Credits	Suggested Weeks 1-5	6-10	11-15
CIOS	101	Computer Keyboarding and Formatting	3	x	x	x
CIOS	110A	Microcomputer Operating System, Part A	1	x		
CIOS	116	Business Mathematics	3	x	x	x
CIOS	130	Word Processing Concepts and Applications I	1			x
CIOS	146A	Internet Concepts and Applications I	1		x	
CIOS	160	Business English	3	x	x	x
			12			
		Spring				
CIOS	135	Spreadsheet Concepts and Applications I	1	x		
CIOS	140	Database Concepts and Applications I	1	x		
CIOS	165	Administrative Support Procedures	3	x	x	x
CIOS	262	Professional Development	3	x	x	x
CIOS	264	Records Management	2	x	x	
			10			
		Total Credits	**22**			

Certificate Checksheet for **Advanced Computer Programming**
Computer Information Office Systems
2000-2001 Catalog

Date:

Name:

SSN:

Advisor:

Requirements: A minimum grade of C is required in all courses. Some courses will be offered only by distance delivery. Due to the rapid change in technology, the certificates in Computer Applications, Desktop Publishing and Graphics, Networking Essentials, Cisco Networking Certification, Computer Programming, Advanced Computer Programming, and Web Publishing must be completed in a maximum of three years. A maximum of six (6) credits may be completed by University Credit by Examination. A minimum of nine (9) credits must be completed at UAS.

				Credits	Transfer Credit	UAS Credit	Grade	Term
CIOS	242	Intermediate Database Concepts and Applications		3				
CIOS	271	Web Programming II		3				
CIOS	273	Programming Personal Computers II		3				
CIOS	274	C/C++ Programming		3				
CIOS	340	Database Application Development		3				
CIOS	350	Designing Computer Applications		3				
			Total Credits	18				

Sequence:		First Fall	Credits	Suggested Weeks 1-5	6-10	11-15
CIOS	242	Intermediate Database Concepts and Applications	3	x	x	x
CIOS	271	Web Programming II	3	x	x	x
			6			
		Spring				
CIOS	273	Programming Personal Computers II	3	x	x	x
CIOS	274	C/C++ Programming	3	x	x	x
CIOS	340	Database Application Development	3	x	x	x
CIOS	350	Designing Computer Applications	3	x	x	x
			12			
		Total Credits	**18**			

Certificate Checksheet for **Cisco Networking Certification**
Computer Information Office Systems
2000-2001 Catalog

Date:

Name:

SSN:

Advisor:

Requirements: A minimum grade of C is required in all courses. Some courses will be offered only by distance delivery. Due to the rapid change in technology, the certificates in Computer Applications, Desktop Publishing and Graphics, Networking Essentials, Cisco Networking Certification, Computer Programming, Advanced Computer Programming, and Web Publishing must be completed in a maximum of three years. A maximum of eight (8) credits may be completed by University Credit by Examination. A minimum of nine (9) credits must be completed at UAS.

			Credits	Transfer Credit	UAS Credit	Grade	Term
CIOS	241	Cisco Systems I	5				
CIOS	244	Cisco Systems II	4				
CIOS	247	Cisco Systems III	4				
CIOS	248	Cisco Systems IV	4				
CIOS	249	Advanced Networking Topics	3				
CIOS	262	Professional Development	3				
		Total Credits	**23**				

					Suggested Weeks		
Sequence:		**First Fall**		**Credits**	**1-5**	**6-10**	**11-15**
	CIOS	241	Cisco Systems I	5	x	x	x
				5			
		Spring					
	CIOS	244	Cisco Systems II	4	x	x	x
	CIOS	262	Professional Development	3	x	x	x
				7			
		Second Fall					
	CIOS	247	Cisco Systems III	4	x	x	x
				4			
		Second Spring					
	CIOS	248	Cisco Systems IV	4	x	x	x
	CIOS	249	Advanced Networking Topics	3	x	x	x
				7			
			Total Credits	**23**			

Certificate Checksheet for **Computer Applications**
Computer Information Office Systems
2000-2001 Catalog

Date: _____

Name: _____

SSN: _____

Advisor: _____

Requirements: A minimum grade of C is required in all courses. Some courses will be offered only by distance delivery. Due to the rapid change in technology, the certificates in Computer Applications, Desktop Publishing and Graphics, Networking Essentials, Cisco Networking Certification, Computer Programming, Advanced Computer Programming, and Web Publishing must be completed in a maximum of three years. A maximum of seven (7) credits may be completed by University Credit by Examination. A minimum of nine (9) credits must be completed at UAS.

				Credits	Transfer Credit	UAS Credit	Grade	Term
CIOS	101A	Computer Keyboarding and Formatting		1				
CIOS	110	Microcomputer Operating System		3				
CIOS	130	Word Processing Concepts and Applications I		1				
CIOS	135	Spreadsheet Concepts and Applications I		1				
CIOS	140	Database Concepts and Applications I		1				
CIOS	146	Internet Concepts and Applications		3				
CIOS	151	Presentation Graphics Concepts and Applications		1				
CIOS	230	Word Processing Concepts and Applications II		2				
CIOS	235	Spreadsheet Concepts and Applications II		2				
CIOS	240	Database Concepts and Applications II		2				
CIOS	250	Integrated Applications Project		1				
CIOS	262	Professional Development		3				
			Total Credits	**21**				

					Suggested Weeks		
Sequence:			**First Fall**	**Credits**	**1-5**	**6-10**	**11-15**
CIOS	101A	Computer Keyboarding and Formatting		1	x		
CIOS	110	Microcomputer Concepts and Operations		3	x	x	x
CIOS	146	Internet Concepts and Applications		3	x	x	x
CIOS	151	Presentation Graphics Concepts and Applications		1			x
				8			
			Spring				
CIOS	130	Word Processing Concepts and Applications I		1	x		
CIOS	135	Spreadsheet Concepts and Applications I		1	x		
CIOS	140	Database Concepts and Applications I		1	x		
CIOS	230	Word Processing Concepts and Applications II		2		x	x
CIOS	235	Spreadsheet Concepts and Applications II		2		x	x
CIOS	240	Database Concepts and Applications II		2		x	x
CIOS	262	Professional Development		3	x	x	x
				12			
			Second Fall				
CIOS	250	Integrated Application Project		1		x	x
				1			
			Total Credits	**21**			

Certificate Checksheet for **Computer Programming**
Computer Information Office Systems
2000-2001 Catalog

Date:
Name:
SSN:
Advisor:

Requirements: A minimum grade of C is required in all courses. Some courses will be offered only by distance delivery. Due to the rapid change in technology, the certificates in Computer Applications, Desktop Publishing and Graphics, Networking Essentials, Cisco Networking Certification, Computer Programming, Advanced Computer Programming, and Web Publishing must be completed in a maximum of three years. A maximum of seven (7) credits may be completed by University Credit by Examination. A minimum of nine (9) credits must be completed at UAS.

			Credits	Transfer Credit	UAS Credit	Grade	Term
CIOS	110	Microcomputer Operating System	3				
CIOS	111	Microcomputer Concepts	2				
CIOS	140	Database Concepts and Applications I	1				
CIOS	146	Internet Concepts and Applications	3				
CIOS	153	Web Publishing Concepts and Applications/HTML I	1				
CIOS	171	Web Programming I	1				
CIOS	240	Database Concepts and Applications II	2				
CIOS	255	Web Publishing Concepts and Applications/HTML II	2				
CIOS	262	Professional Development	3				
CIOS	270	Programming Personal Computers I	3				
		Total Credits	**21**				

					Suggested Weeks		
Sequence:		**First Fall**	**Credits**	**1-5**	**6-10**	**11-15**
CIOS	110	Microcomputer Operating System	3	x	x	x
CIOS	111	Microcomputer Concepts	2		x	x
CIOS	146	Internet Concepts and Applications	3	x	x	x
			8			
		Spring				
CIOS	140	Database Concepts and Applications I	1	x		
CIOS	153	Web Publishing Concepts and Applications/HTML I	1	x		
CIOS	171	Web Programming I	1			x
CIOS	240	Database Concepts and Applications II	2		x	x
CIOS	255	Web Publishing Concepts and Applications/HTML II	2		x	x
CIOS	262	Professional Development	3	x	x	x
			10			
		First Fall	**Credits**	**1-5**	**6-10**	**11-15**
CIOS	270	Programming Personal Computers I	3	x	x	x
			3			
		Total Credits	**21**			

Certificate Checksheet for **Desktop Publishing and Graphics**
Computer Information Office Systems
2000-2001 Catalog

Date: _____

Name: _____

SSN: _____

Advisor: _____

Requirements: A minimum grade of C is required in all courses. Some courses will be offered only by distance delivery. Due to the rapid change in technology, the certificates in Computer Applications, Desktop Publishing and Graphics, Networking Essentials, Cisco Networking Certification, Computer Programming, Advanced Computer Programming, and Web Publishing must be completed in a maximum of three years. A maximum of eight (8) credits may be completed by University Credit by Examination. A minimum of nine (9) credits must be completed at UAS.

			Credits	Transfer Credit	UAS Credit	Grade	Term
CIOS	101A	Computer Keyboarding and Formatting	1				
CIOS	108	Graphic Design Fund. for Computer Applications	3				
CIOS	110A	Microcomputer Operating System, Part A	1				
CIOS	130	Word Processing Concepts and Applications I	1				
CIOS	152	Digital Image Editing Concepts and Applications I	1				
CIOS	160	Business English	3				
CIOS	251	Desktop Publishing Concepts and Applications	3				
CIOS	252	Digital Image Editing Concepts and Applications II	2				
CIOS	254	Desktop Publishing and Graphics Projects	2				
CIOS	260	Business Communications	3				
CIOS	262	Professional Development	3				
		Total Credits	**23**				

					Suggested Weeks	
Sequence:		**First Fall**	Credits	1-5	6-10	11-15
CIOS	101A	Computer Keyboarding and Formatting	1	x		
CIOS	108	Graphic Design Fund. for Computer Applications	3	x	x	x
CIOS	110A	Microcomputer Operating System, Part A	1	x		
CIOS	130	Word Processing Concepts and Applications I	1			x
CIOS	160	Business English	3	x	x	x
			9			
		Spring				
CIOS	152	Digital Image Editing Concepts and Applications I	1	x		
CIOS	251	Desktop Publishing Concepts and Applications	3	x	x	x
CIOS	252	Digital Image Editing Concepts and Applications II	2		x	x
CIOS	260	Business Communications	3	x	x	x
CIOS	262	Professional Development	3	x	x	x
			12			
		Second Fall				
CIOS	254	Desktop Publishing and Graphics Projects	2		x	x
			2			
		Total Credits	**23**			

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Certificate Checksheet for **Medical Office Specialist**
Computer Information Office Systems
2000-2001 Catalog

</div>

Date:
Name:
SSN:
Advisor:

Requirements: A minimum grade of C is required in all courses. Some courses will be offered only by distance delivery. Due to the rapid change in technology, the certificates in Computer Applications, Desktop Publishing and Graphics, Networking Essentials, Cisco Networking Certification, Computer Programming, Advanced Computer Programming, and Web Publishing must be completed in a maximum of three years. A maximum of nine (9) credits may be completed by University Credit by Examination. A minimum of nine (9) credits must be completed at UAS.

			Credits	Transfer Credit	UAS Credit	Grade	Term
CIOS	101	Computer Keyboarding and Formatting	3				
CIOS	110A	Microcomputer Operating System, Part A	1				
CIOS	130	Word Processing Concepts and Applications I	1				
CIOS	160	Business English	3				
CIOS	166	Medical Office Procedures	3				
CIOS	260	Business Communications	3				
CIOS	262	Professional Development	3				
CIOS	264	Records Management	2				
CIOS	266	Medical Transcription	3				
CIOS	294	Business Practicum	1				
HIM	135	Medical Terminology	3				
		Total Credits	**26**				

Sequence:

		First Fall	Credits	Suggested Weeks 1-5	6-10	11-15
CIOS	101	Computer Keyboarding and Formatting	3	x	x	x
CIOS	110A	Microcomputer Operating System, Part A	1	x		
CIOS	130	Word Processing Concepts and Applications I	1			x
CIOS	160	Business English	3	x	x	x
HIM	135	Medical Terminology	3	x	x	x
			11			

		Spring	Credits	1-5	6-10	11-15
CIOS	166	Medical Office Procedures	3	x	x	x
CIOS	260	Business Communications	3	x	x	x
CIOS	262	Professional Development	3	x	x	x
CIOS	264	Records Management	2	x	x	
CIOS	266	Medical Transcription	3	x	x	x
			14			

		Second Fall	Credits	1-5	6-10	11-15
CIOS	294	Business Practicum *	1		x	x

* - may be completed in Spring semester with instructor approval   **1**

Total Credits   **26**

Certificate Checksheet for **Networking Essentials**
Computer Information Office Systems
2000-2001 Catalog

Date: _____

Name: _____

SSN: _____

Advisor: _____

Requirements: A minimum grade of C is required in all courses. Some courses will be offered only by distance delivery. Due to the rapid change in technology, the certificates in Computer Applications, Desktop Publishing and Graphics, Networking Essentials, Cisco Networking Certification, Computer Programming, Advanced Computer Programming, and Web Publishing must be completed in a maximum of three years. A maximum of nine (9) credits may be completed by University Credit by Examination. A minimum of nine (9) credits must be completed at UAS.

			Credits	Transfer Credit	UAS Credit	Grade	Term
CIOS	110	Microcomputer Operating System	3				
CIOS	111	Microcomputer Concepts	2				
CIOS	146	Internet Concepts and Applications	3				
CIOS	210	Maintaining and Upgrading Your PC	3				
CIOS	211	Providing Computer Support	3				
CIOS	241	Cisco Systems I	5				
CIOS	245	Computer Network Concepts and Administration	3				
CIOS	262	Professional Development	3				
CIOS	294	Networking Practicum	3-6				
		Total Credits	**28-31**				

					Suggested Weeks		
Sequence:		**First Fall**		**Credits**	**1-5**	**6-10**	**11-15**
	CIOS	110	Microcomputer Operating System	3	x	x	x
	CIOS	111	Microcomputer Concepts	2		x	x
	CIOS	146	Internet Concepts and Applications	3	x	x	x
	CIOS	241	Cisco Systems I	5	x	x	x
				13			
		Spring					
	CIOS	210	Maintaining and Upgrading Your PC	3	x	x	x
	CIOS	245	Computer Network Concepts and Administration	3	x	x	x
	CIOS	262	Professional Development	3	x	x	x
				9			
		Second Fall					
	CIOS	211	Providing Computer Support	3	x	x	x
	CIOS	294	Networking Practicum	3-6	x		
				6-9			
		Total Credits		**28-31**			

Date:

Name:

SSN:

Advisor:

Requirements: A minimum grade of C is required in all courses. Some courses will be offered only by distance delivery. Due to the rapid change in technology, the certificates in Computer Applications, Desktop Publishing and Graphics, Networking Essentials, Cisco Networking Certification, Computer Programming, Advanced Computer Programming, and Web Publishing must be completed in a maximum of three years. A maximum of nine (9) credits may be completed by University Credit by Examination. A minimum of nine (9) credits must be completed at UAS.

				Credits	Transfer Credit	UAS Credit	Grade	Term
CIOS	108	Graphic Design Fundamentals for Computer Apps.		3				
CIOS	110A	Microcomputer Operating System, Part A		1				
CIOS	130	Word Processing Concepts and Applications I		1				
CIOS	146	Internet Concepts and Applications		3				
CIOS	152	Digital Image Editing Concepts and Applications I		1				
CIOS	153	Web Publishing Concepts and Applications/HTML I		1				
CIOS	160	Business English		3				
CIOS	171	Web Programming I		1				
CIOS	252	Digital Image Editing Concepts and Applications II		2				
CIOS	255	Web Publishing Concepts and Applications/HTML II		2				
CIOS	260	Business Communications		3				
CIOS	262	Professional Development		3				
CIOS	271	Web Programming II		3				
CIOS	293	Web Publishing Project		2				
			Total Credits	**29**				

Sequence:

					Suggested Weeks		
		First Fall		Credits	1-5	6-10	11-15
CIOS	108	Graphic Design Fundamentals for Computer Apps.		3	x	x	x
CIOS	110A	Microcomputer Concepts and Operations		1	x		
CIOS	130	Word Processing Concepts and Applications I		1			x
CIOS	146	Internet Concepts and Applications		3	x	x	x
CIOS	160	Business English		3	x	x	x
				11			
		Spring					
CIOS	152	Digital Image Editing Concepts and Applications I		1	x		
CIOS	153	Web Publishing Concepts and Applications/HTML I		1	x		
CIOS	171	Web Programming I		1			x
CIOS	252	Digital Image Editing Concepts and Applications II		2		x	x
CIOS	255	Web Publishing Concepts and Applications/HTML II		2		x	x
CIOS	260	Business Communications		3	x	x	x
CIOS	262	Professional Development		3	x	x	x
				13			
		Second Fall					
CIOS	271	Web Programming II		3	x	x	x
CIOS	293	Web Publishing Project		2		x	x
				5			
			Total Credits	**29**			