

Certificate Checksheet for **Administrative Office Support**
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 | 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 **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 | | | | |

| Sequence: | | First Fall | Credits | Suggested Weeks | | |
|-----------|------|---|---------|-----------------|------|-------|
| | | | | 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 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 | | | |

Certificate Checksheet for Medical Office Specialist
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 | 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 | | | | |

| | | | Suggested Weeks | | | |
|------------------|-------------------|---|------------------------|-------------|--------------|---|
| Sequence: | First Fall | Credits | 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 | | | | | | |
|---------------|-----|---------------------------|---|---|---|---|
| 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 | | | | | | |
|--------------------|-----|----------------------|---|--|---|---|
| CIOS | 294 | Business Practicum * | 1 | | x | x |

* - may be completed in Spring semester with instructor approval

1

Total Credits 26

Certificate Checksheet for Web Publishing
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 | 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 | | | | |

| | | | Suggested Weeks | | | |
|------------------|-------------------|--|------------------------|-------------|--------------|---|
| Sequence: | 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