

**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.

			<b>Credits</b>	<b>Transfer Credit</b>	<b>UAS Credit</b>	<b>Grade</b>	<b>Term</b>
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				
<b>Total Credits</b>			<b>22</b>				

<b>Sequence:</b>			<b>Credits</b>	<b>Suggested Weeks</b>		
				<b>1-5</b>	<b>6-10</b>	<b>11-15</b>
	<b>First Fall</b>					
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
			<b>12</b>			
	<b>Spring</b>					
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	
			<b>10</b>			
<b>Total Credits</b>			<b>22</b>			

**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.

			<b>Credits</b>	<b>Transfer Credit</b>	<b>UAS Credit</b>	<b>Grade</b>	<b>Term</b>
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				
<b>Total Credits</b>			<b>21</b>				

<b>Sequence:</b>	<b>First Fall</b>	<b>Credits</b>	<b>Suggested Weeks</b>			
			<b>1-5</b>	<b>6-10</b>	<b>11-15</b>	
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
			<b>8</b>			
<b>Spring</b>						
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
			<b>12</b>			
<b>Second Fall</b>						
CIOS	250	Integrated Application Project	1		x	x
			<b>1</b>			
<b>Total Credits</b>			<b>21</b>			

**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				
<b>Total Credits</b>			<b>23</b>				

Sequence:	First Fall	Credits	Suggested Weeks			
			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
			<b>9</b>			
<b>Spring</b>						
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
			<b>12</b>			
<b>Second Fall</b>						
CIOS	254	Desktop Publishing and Graphics Projects	2		x	x
			<b>2</b>			
<b>Total Credits</b>			<b>23</b>			

**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.

			<b>Credits</b>	<b>Transfer Credit</b>	<b>UAS Credit</b>	<b>Grade</b>	<b>Term</b>
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				
<b>Total Credits</b>			<b>26</b>				

<b>Sequence:</b>			<b>Credits</b>	<b>Suggested Weeks</b>		
				<b>1-5</b>	<b>6-10</b>	<b>11-15</b>
	<b>First Fall</b>					
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
			<b>11</b>			
	<b>Spring</b>					
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
			<b>14</b>			
	<b>Second Fall</b>					
CIOS	294	Business Practicum *	1		x	x
* - may be completed in Spring semester with instructor approval			1			
<b>Total Credits</b>			<b>26</b>			

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

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**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.

			<b>Credits</b>	<b>Transfer Credit</b>	<b>UAS Credit</b>	<b>Grade</b>	<b>Term</b>
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				
<b>Total Credits</b>			<b>29</b>				

<b>Sequence:</b>		<b>First Fall</b>	<b>Credits</b>	<b>Suggested Weeks</b>		
				<b>1-5</b>	<b>6-10</b>	<b>11-15</b>
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**