

Computer Information and Office Systems Fall 2009 Semester Schedule

CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Instructor	Date (MM/DD)	Location
80593	CIOS	A101	601	A	3	Keyboarding	TR	07:15 pm-08:30 pm	Joshua A. Perry (P)	08/24-12/11	UC 134
80594	CIOS	A101A	631	A	1	Keyboarding A: Basic Keyboarding	MTWRF	TBA	Darlene L. Gill (P)	08/24-12/11	UC 134
80610	CIOS	A101B	631	A	1	Keyboarding B: Business Documents I	MTWRF	TBA	Darlene L. Gill (P)	08/24-12/11	UC 134
80619	CIOS	A101C	631	A	1	Keyboarding C: Business Documents II	MTWRF	TBA	Darlene L. Gill (P)	08/24-12/11	UC 134
80621	CIOS	A102	631	A	1	Keyboarding Skill Building	MTWRF	TBA	Darlene L. Gill (P)	08/24-12/11	UC 134
80625	CIOS	A113	631	A	1	Operating Systems: MS Windows	MTWRF	TBA	Katherine M. Walker (P)	08/24-12/11	UC 134
85995	CIOS	A113	632	A	1	Operating Systems: MS Windows	MTWRF	TBA	Katherine M. Walker (P)	08/24-12/11	UC 134
80636	CIOS	A115	831	A	2	10-Key for Business Calculations		TBA	Darlene L. Gill (P)	08/24-12/11	WEB
86004	CIOS	A120A	801	A	1	Bookkeeping Software Applications I: QuickBooks	MTWRF	TBA	Donna L. Young (P)	08/24-09/28	WEB
80638	CIOS	A125A	831	A	1	Electronic Communications I: MS Outlook		TBA	Darlene L. Gill (P)	08/24-12/11	WEB
80639	CIOS	A130A	601	A	1	Word Processing I: MS Word	TR	05:30 pm-06:45 pm	Katherine M. Walker (P)	08/24-09/28	UC 133
80651	CIOS	A135A	631	A	1	Spreadsheets I: MS Excel	MTWRF	TBA	Katherine M. Walker (P)	08/24-12/11	UC 134
80664	CIOS	A140A	601	A	1	Databases I: MS Access	MW	05:00 pm-06:15 pm	Melissa A. Corbat (P)	08/24-09/28	UC 133
80670	CIOS	A146	831	A	2	Internet Concepts and Applications		TBA	Linda R. Longstaff (P)	08/24-12/11	WEB
80674	CIOS	A150A	631	A	2	Presentations: MS PowerPoint	MTWRF	TBA	Donna L. Young (P)	08/24-12/11	UC 134
80687	CIOS	A153A	801	A	1	Website Design: HTML		TBA	Darlene L. Gill (P)	08/24-12/11	WEB
80688	CIOS	A153B	801	A	3	Website Design: Dreamweaver	TR	07:00 pm-08:15 pm	Terry M. Patterson (P)	08/24-12/11	WEB
85996	CIOS	A161A	831	A	2	Proofreading	M	05:30 pm-06:45 pm	Katherine M. Walker (P)	09/28-12/11	WEB
80691	CIOS	A165	801	A	3	Office Procedures	W	05:30 pm-06:45 pm	Katherine M. Walker (P)	08/24-12/11	WEB
86005	CIOS	A190	601	A	1	Adobe Flash	T	05:30 pm-06:45 pm	Terry M. Patterson (P)	09/15-11/24	TBA
85997	CIOS	A220A	801	A	2	Bookkeeping Software Applications II: QuickBooks	MTWRF	TBA	Donna L. Young (P)	09/30-12/11	WEB
80693	CIOS	A230A	601	A	2	Word Processing II: MS Word	TR	05:30 pm-06:45 pm	Katherine M. Walker (P)	09/30-12/11	UC 133
80697	CIOS	A240A	601	A	2	Databases II: MS Access	MW	05:00 pm-06:15 pm	Melissa A. Corbat (P)	09/30-12/11	UC 134
80699	CIOS	A260A	891	A	3	Business Communications		TBA	Leslie H. Oh (P)	08/24-12/13	WEB
80700	CIOS	A261A	801	A	3	Interpersonal Skills in Organizations		TBA	Linda R. Longstaff (P)	08/24-12/11	WEB