

# Computer Information Systems (6612)

## Exploring Computer Concepts CIS.1

- 1 Explain the functions of computer system components. CIS.1.1
- 2 Illustrate the information processing cycle. CIS.1.2
- 3 (Optional) Trace the development of computing devices and their influence on society. CIS.1.3
- 4 Demonstrate the use of computer input devices. CIS.1.4
- 5 Describe Wi-Fi, Bluetooth, and mobile devices. CIS.1.5
- 6 Describe computer output devices. CIS.1.6
- 7 Describe auxiliary storage devices. CIS.1.7
- 8 Identify basic networking components. CIS.1.8
- 9 Describe how the Internet works. CIS.1.9

## Exploring Ethical Issues Related to Computers and Computer Systems CIS.2

- 1 Identify security issues related to computer hardware, software, and data. CIS.2.1
- 2 Identify concepts related to copyright, public domain, copy protection, intellectual property, and licensing agreements, including, but not limited to, software, media (e.g., music, pictures), and logo requirements. CIS.2.2
- 3 Identify concepts of cybersecurity and cyber forensics, honesty, and confidentiality related to information systems (e.g., spam, malicious software). CIS.2.3
- 4 Identify social networking etiquette. CIS.2.4
- 5 Investigate security issues related to technology. CIS.2.5
- 6 Investigate Internet privacy issues and computer crimes, including identity theft. CIS.2.6

## Managing Computer Systems CIS.3

- 1 Maintain workstation, equipment, software, and supplies. CIS.3.1

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- 2 Identify information needed to purchase or replace computer equipment and peripherals.** CIS.3.2

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  - 3 Obtain assistance via electronic and hard-copy references and documentation.** CIS.3.3

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  - 4 Troubleshoot hardware problems.** CIS.3.4

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  - 5 Operate components of the user interface.** CIS.3.5

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  - 6 Manage the desktop environment.** CIS.3.6

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  - 7 Manage files and folders/directories.** CIS.3.7

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  - 8 Back up data files.** CIS.3.8

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  - 9 Scan storage devices and equipment for malicious software.** CIS.3.9

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  - 10 Describe the steps to install and remove software.** CIS.3.10

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  - 11 Operate peripherals.** CIS.3.11

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  - 12 Identify safety precautions and devices associated with computer use.** CIS.3.12
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**Producing Word  
Processing  
Documents** CIS.4

- 1 Compare features of word processing programs to determine the best tools to use for a given task.** CIS.4.1

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  - 2 Compose documents.** CIS.4.2

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  - 3 Use word processing programs to perform desktop publishing functions.** CIS.4.3

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  - 4 Edit documents.** CIS.4.4

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  - 5 Enhance the layout of documents by using formatting features.** CIS.4.5

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  - 6 Import graphics, using tools and sources.** CIS.4.6

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  - 7 Analyze writing tools.** CIS.4.7

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  - 8 Utilize advanced word processing operations.** CIS.4.8

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  - 9 Integrate a database, graphics, diagonal, and spreadsheet into a word-processed document.** CIS.4.9

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  - 10 Manipulate word-processed documents in different formats.** CIS.4.10
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**Developing Electronic  
Spreadsheets** CIS.5

- 1 Compare features of spreadsheet programs to determine the best software for an individual's or organization's needs.** CIS.5.1

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- 2 Create a spreadsheet.** CIS.5.2

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- 3 Edit a spreadsheet.** CIS.5.3

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  - 4 Enhance a spreadsheet by using formatting features and graphics.** CIS.5.4

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  - 5 Construct formulas to solve typical business-oriented problems.** CIS.5.5

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  - 6 Apply basic function commands.** CIS.5.6

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  - 7 Apply intermediate functions.** CIS.5.7

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  - 8 Analyze data.** CIS.5.8

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  - 9 Create graphs and charts (embedded or stand-alone) to represent data visually.** CIS.5.9

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  - 10 Format graph features.** CIS.5.10
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**Developing and Managing Databases** CIS.6

- 1 Determine when it is appropriate to use a database.** CIS.6.1

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  - 2 Compare the features of database programs to determine the best software for an individual's or organization's needs.** CIS.6.2

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  - 3 Plan a database file.** CIS.6.3

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  - 4 Design a database file.** CIS.6.4

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  - 5 Create a database file.** CIS.6.5

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  - 6 Edit a database file.** CIS.6.6

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  - 7 Manage databases.** CIS.6.7

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  - 8 Index databases.** CIS.6.8

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  - 9 Filter databases.** CIS.6.9

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  - 10 Create queries to access information.** CIS.6.10

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  - 11 Generate reports and forms.** CIS.6.11

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  - 12 Enhance reports, using formatting features and graphics.** CIS.6.12

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  - 13 Integrate database information into word processing and spreadsheet applications by creating links.** CIS.6.13
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**Developing Multimedia Presentations** CIS.7

- 1 Identify the components of an effective presentation.** CIS.7.1

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- 2 Describe output options from presentation software.** CIS.7.2

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- 3 Create a multimedia presentation through research and organization.** CIS.7.3

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- 4 Edit a multimedia presentation.** CIS.7.4
  - 5 Utilize options for creating, inserting, and editing objects.** CIS.7.5
  - 6 Enhance a multimedia presentation with specialized features.** CIS.7.6
  - 7 Integrate software applications into a multimedia presentation.** CIS.7.7
  - 8 Deliver an effective multimedia presentation.** CIS.7.8
  - 9 Critique the clarity and effectiveness of multimedia presentations.** CIS.7.9
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**Communicating through Technology** CIS.8

- 1 Identify new and emerging devices, methods, and channels for communicating electronically.** CIS.8.1
  - 2 Describe networking features and concepts.** CIS.8.2
  - 3 Explore uses of the Internet in business applications.** CIS.8.3
  - 4 Incorporate information from the Internet into a business project.** CIS.8.4
  - 5 (Optional) Create a website, using web page design software.** CIS.8.5
  - 6 Describe Internet services.** CIS.8.6
  - 7 Explore the applications of electronic commerce (e-commerce).** CIS.8.7
  - 8 (Optional) Explore trends in emerging communications technology and information processing.** CIS.8.8
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**Preparing for Industry Certification** CIS.9

- 1 Describe the processes and requirements for obtaining industry certifications related to the Computer Information Systems course.** CIS.9.1
  - 2 Identify testing skills/strategies for certification examination.** CIS.9.2
  - 3 (Optional) Demonstrate the ability to successfully complete selected practice examinations.** CIS.9.3
  - 4 (Optional) Complete an industry certification examination representative of skills learned in this course.** CIS.9.4
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**Developing Employability Skills** CIS.10

- 1 Research career opportunities in computer information systems.** CIS.10.1
- 2 Develop a résumé.** CIS.10.2
- 3 Compose a letter of application or cover letter.** CIS.10.3
- 4 Complete a manual or electronic application form.** CIS.10.4

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**5 Create a professional portfolio.** CIS.10.5

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**6 Participate in a mock interview.** CIS.10.6

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**7 Compose an interview follow-up communication.** CIS.10.7

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**8 Identify the criteria for evaluating self-performance.** CIS.10.8

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**9 Identify the steps to follow in resigning from a position.** CIS.10.9

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**10 Identify potential employment barriers for nontraditional groups and ways to overcome the barriers.** CIS.10.10