Student Name_____Instructor Name_____

High School or Vocational Center_____Grade_____

COMPETENCY RECORD FOR ARTICULATION
Muskegon Community College

Please check below each skill the student has mastered as described, with 80 percent accuracy, or with an A or B grade. The skills needed for articulation of each course are listed.

CIS -110
Computer Concepts
3 Credit Hours

Task	Satisfactory	Unsatisfactory
Define digital literacy		
Explain society's reliance on technology		
Describe how to protect your personal information		
Explain the role of technology in the professional world		
Use technology to find a career		
Define convergence		
Describe the legal and ethical responsibilities of a digital citizen		
Identify the uses of assistive technologies		
Discuss the evolution of the Internet		
Describe how to use the web		
Identify techniques for connecting to the Internet		
Explain various online activities and services		
Identify considerations for staying safe online		
Discuss ways to use social networks		
Describe how to conduct and evaluate online searches		
Identify considerations for using online content		
Explain considerations when purchasing technology devices		
Describe the characteristics and uses of input and output devices		
Evaluate hardware		
Prevent and troubleshoot hardware theft or failure		
Distinguish among internal, external, and cloud-based storage		
Describe network hardware		
Explain the uses of cases, motherboard components, system clock, processor cooling, the ALU, the machine cycle, and registers		

Task	Satisfactory	Unsatisfactory
Discuss ways to prevent health-related injuries and disorders caused from technology use		
Identify responsible e-waste and technology disposal techniques		
Identify the general categories of programs and apps		
Differentiate among the ways you can acquire programs and apps		
Identify the key features of productivity applications		
Explain how digital media is used online		
Describe augmented reality, virtual reality, and artificial intelligence		
Identify the uses of personal interest applications		
Identify the key features of security tools		
Identify the key features of file, disk, and system management tools		
Identify risks associated with technology use		
Identify cybercrimes and criminals		
Recognize issues related to information accuracy, intellectual property rights, and green computing		
Describe ways to safeguard against various types of Internet and network attacks		
Discuss techniques to prevent unauthorized computer access and use		
Identify risks and safeguards associated with wireless communications		
Discuss issues surrounding information privacy		
Describe how schools and businesses protect themselves		
Explain the importance of inclusivity and digital access		
Differentiate between input and output		
Identify manual input devices		
Identify digital input devices		
Identify physical output methods		
Identify digital output methods		
Identify uses of various assistive technology input and output methods		
Explain how to customize and manage input and output devices		
Identify e-waste risks and strategies		
Differentiate between storage and memory		
Identify storage hardware types		
Discuss cloud computing concepts		
Evaluate cloud storage options		
Explain how to secure your cloud data		
Identify enterprise and other storage options		

Task	Satisfactory	Unsatisfactory
Explain how memory relates to storage		
Identify risks for the Internet of Things		
Explain the purpose of an operating system		
Describe how an operating system works		
Identify types of operating systems		
Explain how to select an operating system		
Explain how to manage files and folders with an operating system		
Describe the uses of operating system management utilities		
Identify operating system security features		
Explain the uses of a virtual machine		
Explain how a user interacts with a network		
Identify types of network structures		
Describe network standards and protocols		
Explain how to use hardware to connect to a network		
Explain how to set up a network		
Identify network security tools		
Describe the role of a network professional		
Explain how to interact with a database		
Identify database components		
Identify database functions		
Define relational databases		
Discuss how to use a database system		
Explain how to organize data in a database		
Explain how to set up a database		
Explain how to ensure database integrity		
Discuss how to use data responsibly		
Identify the role of a developer		
Explain the methods of development		
Describe the tools and strategies critical to system development		
Identify other roles and tasks in development		
Identify application development languages and tools		
Identify strategies for designing secure systems and applications		
Explain how to sell your app		
Explain the importance of ethics in development		

Task	Satisfactory	Unsatisfactory
Apply decision-making strategies to solve problems		
Identify steps to plan a new website		
Discuss tools for developing a website		
Explain how to use HTML to add content to a webpage		
Explain how to use CSS to format content on a webpage		
Describe website security techniques		
Identify steps for publishing a website		
Describe how to create accessible websites		
Identify the opportunities available in technology careers		
Identify roles in the technology industry		
Describe various information systems used in an enterprise		
Identify security jobs		
Describe the general areas of technology certifications		
Explain how to be a successful telecommuter		
Explain how to use resources to find a job		

Instructor's Signature_____Date_____