CIS/CAS/CS Technical Skills Statements

The list below is intended to help you remember skills you have learned. There may be things you know that do not appear on the list. Be sure to include everything you know, not just what you find on the list!

Design/code/update websites
Present technical information to individuals and groups
Design and configure LAN
Provide detailed LAN documentation
Design and develop database
Manage database
Provide detailed program documentation
Develop algorithm flowcharts and diagrams
Provide end user support for application software
Develop pseudocode
Recover deleted data
Develop system management plan for PC users
Research specific topics on the Internet
Install and configure software
Test and debug programs
Install peripheral hardware and related software
Troubleshoot networking problems
Perform disk and file backup
Troubleshoot system problems
Prepare database specifications
Up-and-download files from remote systems
Prepare system management reports
Work with users in developing application software
Colaborated in the design and creation of web pages
Produced multi-media graphics
Utilized MS Office Suite for business communications
Solve communication problems with technology using Internet, Email, Fax, Multi-line phones
Organize and prioritize office work
Produce documents with increased speed and accuracy
Upload pages to a server (tables, forms, frames, graphics)
Design Vector graphics & animations on the Web
Apply concepts of HTML tags and file transfer protocol (FTP)
Develop digital video and audio files
Work with office technology in planning, scheduling, and accounting

Provide desktop publishing, word processing and keyboarding support
Create forms and other online tools for customer information, product   orders, and billing

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