Virginia CTE

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

	2 Identify information needed to purchase or replace computer equipment and peripherals. CIS.3.2
	3 Obtain assistance via electronic and hard-copy references and documentation. CIS.3.3
	4 Troubleshoot hardware problems. CIS.3.4
	5 Operate components of the user interface. CIS.3.5
	6 Manage the desktop environment. CIS.3.6
	7 Manage files and folders/directories. CIS.3.7
	8 Back up data files. CIS.3.8
	9 Scan storage devices and equipment for malicious software. CIS.3.9
	10 Describe the steps to install and remove software. CIS.3.10
	11 Operate peripherals. CIS.3.11
	12 Identify safety precautions and devices associated with computer use. CIS.3.12
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
	2 Compose documents. CIS.4.2
	3 Use word processing programs to perform desktop publishing functions. CIS.4.3
	4 Edit documents. CIS.4.4
	5 Enhance the layout of documents by using formatting features. CIS.4.5
	6 Import graphics, using tools and sources. CIS.4.6
	7 Analyze writing tools. CIS.4.7
	8 Utilize advanced word processing operations. CIS.4.8
	9 Integrate a database, graphics, diagonal, and spreadsheet into a word-processed document. CIS.4.9
	10 Manipulate word-processed documents in different formats. CIS.4.10
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
	2 Create a spreadsheet. CIS.5.2

	3 **Edit a spreadsheet.** CIS.5.3
	4 **Enhance a spreadsheet by using formatting features and graphics.** CIS.5.4
	5 **Construct formulas to solve typical business-oriented problems.** CIS.5.5
	6 **Apply basic function commands.** CIS.5.6
	7 **Apply intermediate functions.** CIS.5.7
	8 **Analyze data.** CIS.5.8
	9 **Create graphs and charts (embedded or stand-alone) to represent data visually.** CIS.5.9
	10 **Format graph features.** CIS.5.10
Developing and Managing Databases CIS.6	1 **Determine when it is appropriate to use a database.** CIS.6.1
	2 **Compare the features of database programs to determine the best software for an individual's or organization's needs.** CIS.6.2
	3 **Plan a database file.** CIS.6.3
	4 **Design a database file.** CIS.6.4
	5 **Create a database file.** CIS.6.5
	6 **Edit a database file.** CIS.6.6
	7 **Manage databases.** CIS.6.7
	8 **Index databases.** CIS.6.8
	9 **Filter databases.** CIS.6.9
	10 **Create queries to access information.** CIS.6.10
	11 **Generate reports and forms.** CIS.6.11
	12 **Enhance reports, using formatting features and graphics.** CIS.6.12
	13 **Integrate database information into word processing and spreadsheet applications by creating links.** CIS.6.13
Developing Multimedia Presentations CIS.7	1 **Identify the components of an effective presentation.** CIS.7.1
	2 **Describe output options from presentation software.** CIS.7.2
	3 **Create a multimedia presentation through research and organization.** CIS.7.3

	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
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
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
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

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

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

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

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

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

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