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
Ma Skip to main content **Systems** CIS.3	**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 Sp	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

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	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
	)escribe output options from presentation software. CIS.7.2
	;reate 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
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
		:omplete a manual or electronic application form. CIS.10.4

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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