Virginia CTE

Computer Information Systems (6612 - 36 weeks)

Computer Information Systems (6612 - 36 weeks) CIS

A Demonstrating Personal Qualities and Abilities CIS.1

1 Demonstrate creativity and innovation. CIS.1.1

2 Demonstrate critical thinking and problem solving. CIS.1.2

3 Demonstrate initiative and self-direction. CIS.1.3

4 Demonstrate integrity. CIS.1.4

5 Demonstrate work ethic. CIS.1.5

B Demonstrating Interpersonal Skills CIS.2

6 Demonstrate conflict-resolution skills. CIS.2.6

7 Demonstrate listening and speaking skills. CIS.2.7

8 Demonstrate respect for diversity. CIS.2.8

9 Demonstrate customer service skills. CIS.2.9

10 Collaborate with team members. CIS.2.10

C Demonstrating Professional Competencies CIS.3

11 Demonstrate big-picture thinking. CIS.3.11

12 Demonstrate career- and life-management skills. CIS.3.12

13 Demonstrate continuous learning and adaptability. CIS.3.13

14 Manage time and resources. CIS.3.14

15 Demonstrate information-literacy skills. CIS.3.15

16 Demonstrate an understanding of information security. CIS.3.16

17 Maintain working knowledge of current information-technology (IT) systems. CIS.3.17

18 Demonstrate proficiency with technologies, tools, and machines common to a specific occupation. CIS.3.18

19 Apply mathematical skills to job-specific tasks. CIS.3.19

20 Demonstrate professionalism. CIS.3.20

21 Demonstrate reading and writing skills. CIS.3.21

22 Demonstrate workplace safety. CIS.3.22

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D Examining All Aspects of an Industry CIS.4

23 Examine aspects of planning within an industry/organization. CIS.4.23

24 Examine aspects of management within an industry/organization. CIS.4.24

25 Examine aspects of financial responsibility within an industry/organization. CIS.4.25

26 Examine technical and production skills required of workers within an industry/organization. CIS.4.26

27 Examine principles of technology that underlie an industry/organization. CIS.4.27

28 Examine labor issues related to an industry/organization. CIS.4.28

29 Examine community issues related to an industry/organization. CIS.4.29

30 Examine health, safety, and environmental issues related to an industry/organization. CIS.4.30

E Addressing Elements of Student Life CIS.5

31 Identify the purposes and goals of the student organization. CIS.5.31

32 Explain the benefits and responsibilities of membership in the student organization as a student and in professional/civic organizations as an adult. CIS.5.32

33 Demonstrate leadership skills through participation in student organization activities, such as meetings, programs, and projects. CIS.5.33

34 Identify Internet safety issues and procedures for complying with acceptable use standards. CIS.5.34

F Exploring Work-Based Learning CIS.6

35 Identify the types of work-bABF1ed learning (WBL) opportunities. CIS.6.35

36 Reflect on lessons learned during the WBL experience. CIS.6.36

37 Explore career opportunities related to the WBL experience. CIS.6.37

38 Participate in a WBL experience, when appropriate. CIS.6.38

G Exploring Computer Concepts CIS.7

39 Explain the functions of computer system components. CIS.7.39

40 Illustrate the information processing cycle. CIS.7.40

41 Trace the development of computing devices and their influence on society. CIS.7.41

42 Demonstrate the use of computer input devices. CIS.7.42

43 Describe Wi-Fi, Bluetooth, and mobile devices. CIS.7.43

44 Describe computer output devices. CIS.7.44

45 Describe auxiliary storage devices. CIS.7.45

46 Identify basic networking components. CIS.7.46

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47 Describe how the Internet works. CIS.7.47

H Exploring Ethical Issues Related to Computers and Computer Systems CIS.8

48 Identify security issues related to computer hardware, software, and data. CIS.8.48

49 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.8.49

50 Identify concepts of cybersecurity and cyber forensics, honesty, and confidentiality related to information systems (e.g., spam, malicious software). CIS.8.50

51 Identify social networking etiquette. CIS.8.51

52 Investigate security issues related to technology. CIS.8.52

53 Investigate Internet privacy issues and computer crimes, including identity theft. CIS.8.53

I Managing Computer Systems CIS.9

54 Maintain workstation, equipment, software, and supplies. CIS.9.54

55 Identify information needed to purchase or replace computer equipment and peripherals. CIS.9.55

56 Obtain assistance via electronic and hard-copy references and documentation. CIS.9.56

57 Troubleshoot hardware problems. CIS.9.57

58 Operate components of the user interface. CIS.9.58

59 Manage the desktop environment. CIS.9.59

60 Manage files and folders/directories. CIS.9.60

61 Back up data files. CIS.9.61

62 Scan storage devices and equipment for malicious software. CIS.9.62

63 Describe the steps to install and remove software. CIS.9.63

64 Operate peripherals. CIS.9.64

65 Identify safety precautions and devices associated with computer use. CIS.9.65

J Producing Word Processing Documents CIS.10

66 Compare features of word processing programs to determine the best tools to use for a given task. CIS.10.66

67 Compose documents. CIS.10.67

68 Use word processing programs to perform desktop publishing functions. CIS.10.68

69 Edit documents. CIS.10.69

70 Enhance the layout of documents by using formatting features. CIS.10.70

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71 Import graphics, using tools and sources. CIS.10.71

72 Analyze writing tools. CIS.10.72

73 Utilize advanced word processing operations. CIS.10.73

74 Integrate a database, graphics, diagonal, and spreadsheet into a word-processed document. CIS.10.74

75 Manipulate word-processed documents in different formats. CIS.10.75

K Developing Electronic Spreadsheets CIS.11

76 Compare features of spreadsheet programs to determine the best software for an individual's or organization's needs. CIS.11.76

77 Create a spreadsheet. CIS.11.77

78 Edit a spreadsheet. CIS.11.78

79 Enhance a spreadsheet by using formatting features and graphics. CIS.11.79

80 Construct formulas to solve typical business-oriented problems. CIS.11.80

81 Apply basic function commands. CIS.11.81

82 Apply intermediate functions. CIS.11.82

83 Analyze data. CIS.11.83

84 Create graphs and charts (embedded or stand-alone) to represent data visually. CIS.11.84

85 Format graph features. CIS.11.85

L Developing and Managing Databases CIS.12

86 Determine when it is appropriate to use a database. CIS.12.86

87 Compare the features of database programs to determine the best software for an individual's or organization's needs. CIS.12.87

88 Plan a database file. CIS.12.88

89 Design a database file. CIS.12.89

90 Create a database file. CIS.12.90

91 Edit a database file. CIS.12.91

92 Manage databases. CIS.12.92

93 Index databases. CIS.12.93

94 Filter databases. CIS.12.94

95 Create queries to access information. CIS.12.95

96 Generate reports and forms. CIS.12.96

97 Enhance reports, using formatting features and graphics. CIS.12.97

8 Integrate database information into word processing and spreadsheet applications by creating links. CIS.12.98

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M Developing Multimedia Presentations CIS.13

99 Identify the components of an effective presentation. CIS.13.99

100 Describe output options from presentation software. CIS.13.100

101 Create a multimedia presentation through research and organization. CIS.13.101

102 Edit a multimedia presentation. CIS.13.102

103 Utilize options for creating, inserting, and editing objects. CIS.13.103

104 Enhance a multimedia presentation with specialized features. CIS.13.104

105 Integrate software applications into a multimedia presentation. CIS.13.105

106 Deliver an effective multimedia presentation. CIS.13.106

107 Critique the clarity and effectiveness of multimedia presentations. CIS.13.107

N Communicating through Technology CIS.14

108 Identify new and emerging devices, methods, and channels for communicating electronically. CIS.14.108

109 Describe networking features and concepts. CIS.14.109

110 Explore uses of the Internet in business applications. CIS.14.110

111 Incorporate information from the Internet into a business project. CIS.14.111

112 Create a website, using web page design software. CIS.14.112

113 Describe Internet services. CIS.14.113

114 Explore the applications of electronic commerce (e-commerce). CIS.14.114

115 Explore trends in emerging communications technology and information processing. CIS.14.115

O Preparing for Industry Certification CIS.15

116 Describe the processes and requirements for obtaining industry certifications related to the Computer Information Systems course. CIS.15.116

117 Identify testing skills/strategies for certification examination. CIS.15.117

118 Demonstrate the ability to successfully complete selected practice examinations. CIS.15.118

119 Complete an industry certification examination representative of skills learned in this course. CIS.15.119

P Developing Employability Skills CIS.16

120 Research career opportunities in computer information systems. CIS.116.120

121 Develop a résumé. CIS.116.121

.22 Compose a letter of application or cover letter. CIS.116.122

.23 Complete a manual or electronic application form. CIS.116.123

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124 Create a professional portfolio. CIS.116.124

125 Participate in a mock interview. CIS.116.125

126 Compose an interview follow-up communication. CIS.116.126

127 Identify the criteria for evaluating self-performance. CIS.116.127

128 Identify the steps to follow in resigning from a position. CIS.116.128

129 Identify potential employment barriers for nontraditional groups and ways to overcome the barriers. CIS.116.129