Virginia CTE

Computer Solutions (2020): Grades 7-8

Demonstrating Personal Qualities and Abilities 1	1	**Demonstrate creativity and innovation.** 1.1
	2	**Demonstrate critical thinking and problem-solving.** 1.2
	3	**Demonstrate initiative and self-direction.** 1.3
	4	**Demonstrate integrity.** 1.4
	5	**Demonstrate work ethic.** 1.5
Demonstrating Interpersonal Skills 2	1	**Demonstrate conflict-resolution skills.** 2.1
	2	**Demonstrate listening and speaking skills.** 2.2
	3	**Demonstrate respect for diversity.** 2.3
	4	**Demonstrate customer service skills.** 2.4
	5	**Collaborate with team members.** 2.5
Demonstrating Professional Competencies 3	1	**Demonstrate big-picture thinking.** 3.1
	2	**Demonstrate career- and life-management skills.** 3.2
	3	**Demonstrate continuous learning and adaptability.** 3.3
	4	**Manage time and resources.** 3.4
	5	**Demonstrate information-literacy skills.** 3.5
	6	**Demonstrate an understanding of information security.** 3.6
	7	**Maintain working knowledge of current information-technology (IT) systems.** 3.7
	8	**Demonstrate proficiency with technologies, tools, and machines common to a specific occupation.** 3.8
		Apply mathematical skills to job-specific tasks. 3.9

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	10 Demonstrate professionalism. 3.10
	11 Demonstrate reading and writing skills. 3.11
	12 Demonstrate workplace safety. 3.12
Addressing Elements of Student Life 4	1 Identify the purposes and goals of the student organization. 4.1
	2 Explain the benefits and responsibilities of membership in the student organization as a student and in professional/civic organizations as an adult. 4.2
	3 Demonstrate leadership skills through participation in student organization activities, such as meetings, programs, and projects. 4.3
	4 Identify Internet safety issues and procedures for complying with acceptable use standards. 4.4
Exploring Work-Based Learning 5	1 Identify the types of work-based learning (WBL) opportunities. 5.1
	2 (Optional) Reflect on lessons learned during the WBL experience. 5.2
	3 Explore career opportunities related to the WBL experience. 5.3
	4 (Optional) Participate in a WBL experience, when appropriate. 5.4
Using Word Processing Software to Solve Problems 6	1 Format existing documents. 6.1
	2 Describe the writing process. 6.2
	3 (Optional) Create documents. 6.3
Using Spreadsheet Software to Solve Problems 7	1 Identify the structure of a spreadsheet. 7.1
	2 Input data and formulas. 7.2
	3 Edit data within the spreadsheet. 7.3
	4 Create graphs and charts to visually represent data. 7.4
	5 Apply spreadsheet skills to solve a problem. 7.5
Using Database Software to Solve Problems 8	1 Identify the structure of a database. 8.1
	2 Create a database by defining fields and designing formats. 8.2
	3 Apply database skills to solve a problem. 8.3

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Using Technologies to Solve Problems 9	**1** Identify emerging technologies available to solve specified problems. 9.1
	2 Identify local and worldwide network communication systems. 9.2
	3 Use electronic search strategies to retrieve and evaluate relevant electronic information. 9.3
	4 (Optional) Analyze a problem to determine the technological options needed for a solution. 9.4
	5 (Optional) Apply technological skills to solve a communications problem. 9.5
	6 Explore coding skills to solve real-world problems. 9.6
Solving Ethical and Security Problems Relating to Technology 10	**1** Identify security issues related to hardware, software, and data. 10.1
	2 Explore problems involving integrity, courtesy, and confidentiality related to information and communications systems. 10.2
	3 Identify the effect of regulations such as copyright and licensing agreements in computer software applications. 10.3
Solving Problems Relating to Computer Maintenance 11	**1** Identify safety precautions associated with computer use. 11.1
	2 Describe the care necessary for internal and external storage devices. 11.2
	3 Describe methods of preventing the spread of computer viruses. 11.3
Using Presentations to Solve Problems 12	**1** Identify presentation applications. 12.1
	2 Identify the components of an effective presentation. 12.2
	3 Build a multimedia presentation. 12.3
	4 Apply a multimedia presentation to solve a problem. 12.4