

2018/2019 Student Competency Record
Computer Information Systems
6612 - 36 weeks

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| Student | School Year |
| School | Teacher Signature |

Traditional letter or numerical grades do not provide adequate documentation of student achievement in competency-based education; therefore, the Virginia Standards for CBE require a recording system to provide information about competencies achieved to employer, student-employee, and teacher. The Student Competency Record provides a means for keeping track of student progress. Ratings are assigned by the teacher for classroom competency achievement and by the teacher-coordinator in conjunction with the training sponsor when competence is evaluated on the job.

Tasks/competencies designated "Required" are considered essential statewide and are required of all students. In some courses, all tasks/competencies have been identified as required. Tasks/competencies marked "Optional" are considered optional; they and/or additional tasks/competencies may be taught at the discretion of the school division. Tasks/competencies marked with an asterisk (*) are considered sensitive, and teachers should obtain approval by the school division before teaching them. Student competency records should be kept as long as the student is enrolled in the school and for five years after the student graduates/leaves the school.

Note: Students with an Individualized Education Program (IEP) or an Individualized Student Alternative Education Plan (ISAEP) will be rated, using the following scale, only on the competencies identified in their IEP or ISAEP.

Students will be expected to achieve a **satisfactory rating** (one of the three highest marks) on the Student Competency Record (SCR) rating scale on at least 80% of the required (essential) competencies in a CTE course.

...RATING SCALE...

- 1 - Can teach others**
- 2 - Can perform without supervision**
- 3 - Can perform with limited supervision**
- 4 - Can perform with supervision**
- 5 - Cannot perform**

| 6612 36 weeks | Computer Information Systems TASKS/COMPETENCIES | | Date | Rating |
|------------------------------|---|---|-------------|---------------|
| | Demonstrating Workplace Readiness Skills: Personal Qualities and People Skills | | | |
| Required | 1 | Demonstrate positive work ethic. | | |
| Required | 2 | Demonstrate integrity. | | |
| Required | 3 | Demonstrate teamwork skills. | | |
| Required | 4 | Demonstrate self-representation skills. | | |
| Required | 5 | Demonstrate diversity awareness. | | |
| Required | 6 | Demonstrate conflict-resolution skills. | | |
| Required | 7 | Demonstrate creativity and resourcefulness. | | |
| | Demonstrating Workplace Readiness Skills: Professional Knowledge and Skills | | | |
| Required | 8 | Demonstrate effective speaking and listening skills. | | |
| Required | 9 | Demonstrate effective reading and writing skills. | | |
| Required | 10 | Demonstrate critical-thinking and problem-solving skills. | | |
| Required | 11 | Demonstrate healthy behaviors and safety skills. | | |
| Required | 12 | Demonstrate an understanding of workplace organizations, systems, and climates. | | |
| Required | 13 | Demonstrate lifelong-learning skills. | | |
| Required | 14 | Demonstrate job-acquisition and advancement skills. | | |
| Required | 15 | Demonstrate time-, task-, and resource-management skills. | | |
| Required | 16 | Demonstrate job-specific mathematics skills. | | |
| Required | 17 | Demonstrate customer-service skills. | | |
| | Demonstrating Workplace Readiness Skills: Technology Knowledge and Skills | | | |
| Required | 18 | Demonstrate proficiency with technologies common to a specific occupation. | | |
| Required | 19 | Demonstrate information technology skills. | | |
| Required | 20 | Demonstrate an understanding of Internet use and security issues. | | |
| Required | 21 | Demonstrate telecommunications skills. | | |
| | Examining All Aspects of an Industry | | | |
| Required | 22 | Examine aspects of planning within an industry/organization. | | |
| Required | 23 | Examine aspects of management within an industry/organization. | | |
| Required | 24 | Examine aspects of financial responsibility within an industry/organization. | | |

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| Required | 25 | Examine technical and production skills required of workers within an industry/organization. | | |
| Required | 26 | Examine principles of technology that underlie an industry/organization. | | |
| Required | 27 | Examine labor issues related to an industry/organization. | | |
| Required | 28 | Examine community issues related to an industry/organization. | | |
| Required | 29 | Examine health, safety, and environmental issues related to an industry/organization. | | |
| Addressing Elements of Student Life | | | | |
| Required | 30 | Identify the purposes and goals of the student organization. | | |
| Required | 31 | Explain the benefits and responsibilities of membership in the student organization as a student and in professional/civic organizations as an adult. | | |
| Required | 32 | Demonstrate leadership skills through participation in student organization activities, such as meetings, programs, and projects. | | |
| Required | 33 | Identify Internet safety issues and procedures for complying with acceptable use standards. | | |
| Exploring Computer Concepts | | | | |
| Required | 34 | Explain the functions of computer system components. | | |
| Required | 35 | Illustrate the information processing cycle. | | |
| Optional | 36 | Trace the development of computers and their impact on society. | | |
| Required | 37 | Demonstrate the use of various computer input devices. | | |
| Required | 38 | Describe Wi-Fi, Bluetooth, and mobile devices. | | |
| Required | 39 | Describe various computer output devices. | | |
| Required | 40 | Describe various auxiliary storage devices. | | |
| Required | 41 | Identify basic networking components. | | |
| Exploring Ethical Issues Related to Computers and Computer Systems | | | | |
| Required | 42 | Identify security issues related to computer hardware, software, and data. | | |
| Required | 43 | 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. | | |
| Required | 44 | Identify concepts of cyber security and cyber forensics, honesty, courtesy, and confidentiality related to information | | |

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| | | and e-mail systems and social networking (e.g., spam, viruses, e-mail etiquette). | | |
| Required | 45 | Investigate physical and logical security issues related to technology (e.g., viruses, firewalls, spam, system backup, passwords). | | |
| Required | 46 | Investigate Internet privacy issues and computer crimes, including identity theft. | | |
| Managing Computer Systems | | | | |
| Required | 47 | Maintain workstation, equipment, software, and supplies. | | |
| Required | 48 | Identify information needed to purchase or replace computer equipment and peripherals. | | |
| Required | 49 | Obtain assistance via electronic and hard-copy references and documentation. | | |
| Required | 50 | Troubleshoot hardware problems (e.g., power supply, network and peripheral connections, printer malfunctions). | | |
| Required | 51 | Operate components of the user interface (e.g., menus, toolbars, ribbons, icons). | | |
| Required | 52 | Manage the desktop environment (e.g., creating shortcuts/aliases). | | |
| Required | 53 | Manage files and folders/directories (in networked and stand-alone environments). | | |
| Required | 54 | Back up/restore programs and data files. | | |
| Required | 55 | Scan storage devices and equipment for viruses and spyware, and disinfect as needed. | | |
| Required | 56 | Describe the steps to install and remove software. | | |
| Required | 57 | Operate peripherals (e.g., flash drive, scanner, digital camera, fax machine, modem, CD/DVD burner, USB devices, LCD projector). | | |
| Required | 58 | Identify safety precautions and devices (e.g., surge protectors, anti-static mats and pads, power plugs, UPS systems) associated with computer use. | | |
| Producing Word Processing Documents | | | | |
| Required | 59 | Compare features of a word processing program to determine the best tools to use for a given task. | | |
| Required | 60 | Compose a variety of documents (e.g., letters, memoranda, reports, tables). | | |
| Required | 61 | Use word processing programs to perform desktop publishing functions (e.g., to create brochures, pamphlets, flyers, business cards, newsletters, programs). | | |
| Required | 62 | Proofread and edit documents. | | |

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| Required | 63 | Enhance layout of documents by using a variety of formatting features. | | |
| Required | 64 | Import graphics, using a variety of tools (e.g., from file, scanner, digital camera) and sources. | | |
| Required | 65 | Analyze and use writing tools (e.g., speller, thesaurus, grammar check, readability test, comparison tools). | | |
| Required | 66 | Utilize advanced word processing operations (e.g., merge, macros, template wizards). | | |
| Required | 67 | Integrate databases, graphics, and spreadsheets into a word-processed document. | | |
| Required | 68 | Manipulate word-processed documents in a variety of formats (e.g., .pdf, .html). | | |
| Developing Electronic Spreadsheets | | | | |
| Required | 69 | Compare features of various spreadsheet programs to determine the best software for an individual's or organization's needs. | | |
| Required | 70 | Create and edit a spreadsheet. | | |
| Required | 71 | Enhance a spreadsheet by using formatting features and graphics. | | |
| Required | 72 | Construct arithmetic formulas to solve typical business-oriented problems. | | |
| Required | 73 | Apply basic function commands (e.g., AVG, MIN, MAX, SUM, IF). | | |
| Required | 74 | Apply intermediate functions. | | |
| Required | 75 | Analyze and interpret data. | | |
| Required | 76 | Create graphs and charts (embedded or stand-alone) to represent data visually. | | |
| Required | 77 | Integrate word processing and database information. | | |
| Required | 78 | Format graph features (e.g., chart titles, labels, colors). | | |
| Developing and Managing Databases | | | | |
| Required | 79 | Determine when it is appropriate to use a database and identify the benefits derived. | | |
| Required | 80 | Compare features of various database programs to determine the best software for an individual's or organization's needs. | | |
| Required | 81 | Plan, design, and create a database file. | | |
| Required | 82 | Edit a database file. | | |
| Required | 83 | Sort, index, and filter databases. | | |
| Required | 84 | Create and run queries to access information. | | |

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| Required | 85 | Generate reports and forms. | | |
| Required | 86 | Enhance reports, using formatting features and graphics. | | |
| Required | 87 | Integrate database information into word processing and spreadsheet applications by creating links. | | |
| Developing Multimedia Presentations | | | | |
| Required | 88 | Identify the components of an effective presentation. | | |
| Required | 89 | Describe various output options from presentation software (e.g., slide show, transparencies, slide handout, streaming, interactive whiteboards). | | |
| Required | 90 | Research and organize information for a multimedia presentation. | | |
| Required | 91 | Plan and build a multimedia presentation. | | |
| Required | 92 | Proofread and edit a multimedia presentation. | | |
| Required | 93 | Utilize options for creating, inserting, and editing objects (e.g., styles, shapes, fills, borders). | | |
| Required | 94 | Enhance a multimedia presentation with specialized features (e.g., color, transitions, animations, timings, backgrounds, graphics, charts, graphs). | | |
| Required | 95 | Integrate a variety of software applications into a multimedia presentation. | | |
| Required | 96 | Deliver a multimedia presentation, according to the principles of effective communication. | | |
| Required | 97 | Critique the clarity and effectiveness of multimedia presentations. | | |
| Communicating through Technology | | | | |
| Required | 98 | Identify various new and emerging devices, methods, and channels for communicating electronically. | | |
| Required | 99 | Describe networking features and concepts. | | |
| Required | 100 | Describe how the Internet works (e.g., network structures, devices and components, protocols, Internet service providers, online services). | | |
| Required | 101 | Explore uses of the Internet in business applications. | | |
| Required | 102 | Incorporate information from the World Wide Web into a business project. | | |
| Optional | 103 | Create a Web site, using Web page design software. | | |
| Required | 104 | Describe Internet services (e.g., e-mail, FTP, instant messaging, newsgroups, file storage). | | |
| Required | 105 | Describe the uses of electronic commerce (e-commerce). | | |

