

**2020/2021 Student Competency Record
Computer Information Systems, Advanced
6613 - 36 weeks**

<hr/> Student	2020-2021 School Year
Bassett High School	Ms. Trissie F. Blankenship 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**

6613 36 weeks	Computer Information Systems, Advanced TASKS/COMPETENCIES		Date	Rating
	Demonstrating Personal Qualities and Abilities			
Required	1	Demonstrate creativity and innovation.		
Required	2	Demonstrate critical thinking and problem solving.		
Required	3	Demonstrate initiative and self-direction.		
Required	4	Demonstrate integrity.		
Required	5	Demonstrate work ethic.		
	Demonstrating Interpersonal Skills			
Required	6	Demonstrate conflict-resolution skills.		
Required	7	Demonstrate listening and speaking skills.		
Required	8	Demonstrate respect for diversity.		
Required	9	Demonstrate customer service skills.		
Required	10	Collaborate with team members.		
	Demonstrating Professional Competencies			
Required	11	Demonstrate big-picture thinking.		
Required	12	Demonstrate career- and life-management skills.		
Required	13	Demonstrate continuous learning and adaptability.		
Required	14	Manage time and resources.		
Required	15	Demonstrate information-literacy skills.		
Required	16	Demonstrate an understanding of information security.		
Required	17	Maintain working knowledge of current information-technology systems.		
Required	18	Demonstrate proficiency with technologies, tools, and machines common to a specific occupation.		
Required	19	Apply mathematical skills to job-specific tasks.		
Required	20	Demonstrate professionalism.		
Required	21	Demonstrate reading and writing skills		
Required	22	Demonstrate workplace safety.		
	Examining All Aspects of an Industry			
Required	23	Examine aspects of planning within an industry/organization.		
Required	24	Examine aspects of management within an industry/organization.		
Required	25	Examine aspects of financial responsibility within an industry/organization.		
Required	26	Examine technical and production skills required of workers within an industry/organization.		
Required	27	Examine principles of technology that underlie an industry/organization.		
Required	28	Examine labor issues related to an industry/organization.		

Required	29	Examine community issues related to an industry/organization.		
Required	30	Examine health, safety, and environmental issues related to an industry/organization.		
Addressing Elements of Student Life				
Required	31	Identify the purposes and goals of the student organization.		
Required	32	Explain the benefits and responsibilities of membership in the student organization as a student and in professional/civic organizations as an adult.		
Required	33	Demonstrate leadership skills through participation in student organization activities, such as meetings, programs, and projects.		
Required	34	Identify Internet safety issues and procedures for complying with acceptable use standards.		
Exploring Work-Based Learning				
Required	35	Identify the types of work-based learning (WBL) opportunities.		
Optional	36	Reflect on lessons learned during the WBL experience.		
Required	37	Explore career opportunities related to the WBL experience.		
Optional	38	Participate in a WBL experience, when appropriate.		
Using Advanced Word Processing Functions				
Required	39	Compare advanced features of a word processing program to determine the best tools to use for a given task.		
Required	40	Create documents using advanced merge functions.		
Required	41	Produce documents incorporating tables, templates, autocorrect, styles, graphics, and other advanced features.		
Required	42	Create a professional document demonstrating established principles of design in desktop publishing.		
Required	43	Import text and graphics from other sources.		
Required	44	Integrate software applications into a word processing document.		
Required	45	Create an online form with a word processing program.		
Using Advanced Spreadsheet Functions				
Required	46	Compare features and functions of spreadsheet programs to determine the best software for an individual's or organization's needs.		
Required	47	Use advanced formulas and functions.		
Required	48	Use advanced tools.		
Required	49	Create complex graphs.		
Required	50	Analyze data.		
Required	51	Manipulate spreadsheet data.		
Required	52	Manipulate data to and from a spreadsheet.		
Required	53	Create templates.		
Required	54	Organize a large workbook with multiple worksheets.		

Required	55	Apply linear programming to optimize spreadsheet results.		
		Using Advanced Database Functions		
Required	56	Evaluate the features of database programs to determine the best software for an individual's or organization's needs.		
Required	57	Create a database file with advanced features.		
Required	58	Generate customized reports and forms, using advanced formatting features and graphics.		
Required	59	Utilize advanced queries to access information.		
Required	60	Manipulate data to and from a database.		
		Enhancing Multimedia Presentations		
Required	61	Create a multimedia presentation with advanced features.		
Required	62	Enhance a multimedia presentation, using advanced features.		
Required	63	Utilize templates and master slides in the design of presentations.		
Required	64	Enhance a multimedia presentation layout, according to the principles of affective design.		
Required	65	Enhance a multimedia presentation with advanced features.		
Required	66	Integrate software applications into a multimedia presentation.		
Required	67	Create handouts and other visuals.		
Required	68	Deliver a multimedia presentation, according to the principles of effective communication.		
Required	69	Edit multimedia presentations.		
Required	70	Critique the clarity and effectiveness of advanced multimedia presentations.		
		Producing Desktop Published Documents for Print and Electronic Distribution		
Required	71	Create documents and graphics for use in advanced desktop publishing products.		
Required	72	Determine appropriate desktop publishing products based upon the purpose of the publication, intended audience, output format, and time and cost constraints.		
Required	73	Apply the principles of design, layout, and typography.		
Required	74	Design a layout for ease of readability and attractiveness.		
Required	75	Enhance the appearance of a document using desktop features.		
Optional	76	Create templates or master pages.		
Required	77	Create multipage and multicolumn documents in a format appropriate for electronic distribution.		
Required	78	Demonstrate the use of keyboard shortcuts.		

Required	79	Incorporate original/imported text, graphics, tables, charts, and audio/visual elements from a variety of sources.		
Required	80	Convert a document to an alternate format.		
Designing and Producing Web Pages				
Required	81	Evaluate the methods of web page creation.		
Optional	82	Manipulate information for a website.		
Optional	83	Compare the features and functions associated with the Internet, intranets, and extranets.		
Optional	84	Create a website, applying design features.		
Required	85	Create hypertext links to other pages or sites.		
Optional	86	Test a website for functionality.		
Required	87	Critique a website, according to accepted web design principles.		
Optional	88	Develop a plan for maintaining a website.		
Optional	89	Describe methods of publicizing and promoting a new website.		
Maintaining, Managing, and Troubleshooting Systems				
Required	90	Evaluate workstations, equipment, software, and supplies for design, layout, and purchase.		
Required	91	Maintain workstations, equipment, software, and supplies.		
Required	92	Analyze software problems to obtain assistance through electronic documentation.		
Optional	93	Troubleshoot hardware problems.		
Optional	94	Explore tools to manage the operating system.		
Optional	95	Explain how to install software and customize defaults.		
Optional	96	Back up programs and data files.		
Optional	97	Investigate advanced desktop configuration techniques.		
Optional	98	Scan storage devices and equipment for malicious software.		
Required	99	Comply with safety and ergonomic precautions associated with computer use.		
Required	100	Compare operating systems.		
Required	101	Investigate security issues related to Internet technology.		
Executing Networking Activities				
Required	102	Identify network types and topologies.		
Optional	103	Identify components of a local area network.		
Required	104	Identify file structures on networks.		
Optional	105	Explain the steps to download software/files to a specific workstation.		

Optional	106	Identify basic network protocols.		
Optional	107	Explain the importance of network security.		
Optional	108	Troubleshoot network problems.		
Implementing Programming Activities				
Optional	109	Debug a program.		
Optional	110	Code an application program using functions.		
Optional	111	Code an application program using embedded data.		
Optional	112	Improve the appearance of printed reports.		
Optional	113	Design interactive programs.		
Optional	114	Write programs to summarize data.		
Optional	115	Write programs to subtotal and group print.		
Optional	116	Write modular programs.		
Optional	117	Write programs using controlled loops.		
Optional	118	Implement tables.		
Optional	119	Code an application program using a sort routine.		
Optional	120	Code an application program to display graphics.		
Optional	121	Explore the characteristics and uses of artificial intelligence and machine learning.		
Exploring Legal and Ethical Issues				
Required	122	Comply with copyright and patent laws.		
Required	123	Analyze situations where scanned/digitized audiovisual elements, documents, and electronic graphs may be used legally but are ethically questionable.		
Required	124	Comply with policies regarding acceptable use of technology.		
Required	125	Investigate computer crime and privacy issues related to Internet technology.		
Required	126	Apply concepts of security, integrity, courtesy, and confidentiality related to information and communication systems and intellectual property.		
Required	127	Investigate the design of websites for accessibility and accommodation of special needs (i.e., Americans with Disabilities Act, multilingual).		
Preparing for Industry Certification				
Required	128	Describe the processes and requirements for obtaining industry certifications related to the Computer Information Systems, Advanced, course.		
Required	129	Identify testing skills/strategies for a certification examination.		

Required	130	Demonstrate the ability to complete selected practice examinations (e.g., practice questions similar to those on certification exams).		
Optional	131	Complete an industry certification examination representative of skills learned in this course.		
Developing Employability Skills				
Required	132	Explore domestic and global job opportunities.		
Required	133	Update a résumé.		
Required	134	Update representative work samples to a professional portfolio, including a résumé format suitable for online posting.		
Required	135	Use electronic sources to research a company in preparation for a job interview.		
Required	136	Participate in a mock interview.		
Required	137	Compose an interview follow-up communication.		
Required	138	Identify criteria for evaluating self-performance.		
Required	139	Prepare a letter of resignation.		
Required	140	Explore career and college options for lifelong learning.		
Required	141	Investigate new and emerging technological trends in the workplace.		
Required	142	Identify potential employment barriers for nontraditional groups and ways to overcome the barriers.		