

**2019/2020 Student Competency Record
Computer Information Systems
6612 - 36 weeks**

<hr/> Student	2019-2020 School Year
Bassett High School	T. 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**

6612 36 weeks	Computer Information Systems 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 (IT) 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.		
Required	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.		
Exploring Computer Concepts				
Required	39	Explain the functions of computer system components.		
Required	40	Illustrate the information processing cycle.		
Optional	41	Trace the development of computers and their impact on society.		
Required	42	Demonstrate the use of various computer input devices.		
Required	43	Describe Wi-Fi, Bluetooth, and mobile devices.		
Required	44	Describe various computer output devices.		
Required	45	Describe various auxiliary storage devices.		
Required	46	Identify basic networking components.		
Exploring Ethical Issues Related to Computers and Computer Systems				
Required	47	Identify security issues related to computer hardware, software, and data.		

Required	48	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	49	Identify concepts of cyber security and cyber forensics, honesty, courtesy, and confidentiality related to information and e-mail systems and social networking (e.g., spam, viruses, e-mail etiquette).		
Required	50	Investigate physical and logical security issues related to technology (e.g., viruses, firewalls, spam, system backup, passwords).		
Required	51	Investigate Internet privacy issues and computer crimes, including identity theft.		
Managing Computer Systems				
Required	52	Maintain workstation, equipment, software, and supplies.		
Required	53	Identify information needed to purchase or replace computer equipment and peripherals.		
Required	54	Obtain assistance via electronic and hard-copy references and documentation.		
Required	55	Troubleshoot hardware problems (e.g., power supply, network and peripheral connections, printer malfunctions).		
Required	56	Operate components of the user interface (e.g., menus, toolbars, ribbons, icons).		
Required	57	Manage the desktop environment (e.g., creating shortcuts/aliases).		
Required	58	Manage files and folders/directories (in networked and stand-alone environments).		
Required	59	Back up/restore programs and data files.		
Required	60	Scan storage devices and equipment for viruses and spyware, and disinfect as needed.		
Required	61	Describe the steps to install and remove software.		
Required	62	Operate peripherals (e.g., flash drive, scanner, digital camera, fax machine, modem, CD/DVD burner, USB devices, LCD projector).		
Required	63	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	64	Compare features of a word processing program to determine the best tools to use for a given task.		

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

Required	85	Compare features of various database programs to determine the best software for an individual's or organization's needs.		
Required	86	Plan, design, and create a database file.		
Required	87	Edit a database file.		
Required	88	Sort, index, and filter databases.		
Required	89	Create and run queries to access information.		
Required	90	Generate reports and forms.		
Required	91	Enhance reports, using formatting features and graphics.		
Required	92	Integrate database information into word processing and spreadsheet applications by creating links.		
Developing Multimedia Presentations				
Required	93	Identify the components of an effective presentation.		
Required	94	Describe various output options from presentation software (e.g., slide show, transparencies, slide handout, streaming, interactive whiteboards).		
Required	95	Research and organize information for a multimedia presentation.		
Required	96	Plan and build a multimedia presentation.		
Required	97	Proofread and edit a multimedia presentation.		
Required	98	Utilize options for creating, inserting, and editing objects (e.g., styles, shapes, fills, borders).		
Required	99	Enhance a multimedia presentation with specialized features (e.g., color, transitions, animations, timings, backgrounds, graphics, charts, graphs).		
Required	100	Integrate a variety of software applications into a multimedia presentation.		
Required	101	Deliver a multimedia presentation, according to the principles of effective communication.		
Required	102	Critique the clarity and effectiveness of multimedia presentations.		
Communicating through Technology				
Required	103	Identify various new and emerging devices, methods, and channels for communicating electronically.		
Required	104	Describe networking features and concepts.		
Required	105	Describe how the Internet works (e.g., network structures, devices and components, protocols, Internet service providers, online services).		
Required	106	Explore uses of the Internet in business applications.		

Required	107	Incorporate information from the World Wide Web into a business project.		
Optional	108	Create a Web site, using Web page design software.		
Required	109	Describe Internet services (e.g., e-mail, FTP, instant messaging, newsgroups, file storage).		
Required	110	Describe the uses of electronic commerce (e-commerce).		
Optional	111	Explore trends in emerging communications technology and information processing.		
Preparing for Industry Certification				
Required	112	Describe the process and requirements for obtaining industry certifications related to the Computer Information Systems course.		
Required	113	Identify testing skills/strategies for certification examination.		
Required	114	Demonstrate ability to successfully complete selected practice examinations (e.g., practice questions similar to those on certification exams).		
Optional	115	Successfully complete an industry certification examination representative of skills learned in this course (e.g., MOS, IC3, NOCTI).		
Developing Employability Skills				
Required	116	Research career opportunities in Computer Information Systems.		
Required	117	Develop/update a résumé.		
Required	118	Compose a letter of application or cover letter.		
Required	119	Complete manual and electronic application forms.		
Required	120	Create and maintain a portfolio.		
Required	121	Participate in a mock interview.		
Required	122	Compose an interview follow-up letter.		
Required	123	Identify criteria for evaluating self-performance.		
Optional	124	Identify the steps to follow in resigning from a position.		
Required	125	Identify potential employment barriers for nontraditional groups and ways to overcome the barriers.		