

Computer Information Systems (6612 - 36 weeks)

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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
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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
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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

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-based 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
- 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
- 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
- 98 Integrate database information into word processing and spreadsheet applications by creating links. CIS.12.98

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
- 122 Compose a letter of application or cover letter. CIS.116.122
- 123 Complete a manual or electronic application form. CIS.116.123
- 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