

**2020/2021 Student Competency Record**  
**Computer Systems Technology II**  
**8623 - 36 weeks, 280 hours**

<b>Student</b>	<b>School Year</b>
<b>School</b>	<b>Teacher Signature</b>

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**

8623 36 weeks, 280 hours	<b>Computer Systems Technology II TASKS/COMPETENCIES</b>		<b>Date</b>	<b>Rating</b>
<b>Demonstrating Personal Qualities and Abilities</b>				
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.		
<b>Demonstrating Interpersonal Skills</b>				
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.		
<b>Demonstrating Professional Competencies</b>				
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.		
<b>Examining All Aspects of an Industry</b>				
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.		
<b>Addressing Elements of Student Life</b>				
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.		
<b>Exploring Work-Based Learning</b>				
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.		
<b>Demonstrating Safe Lab Procedures and Tool Use</b>				
Required	39	Explain safe lab procedures for repairs and maintenance.		
Required	40	Demonstrate use of tools and materials in the lab.		
<b>Demonstrating Preventive Maintenance and Troubleshooting</b>				
Required	41	Explain the purpose of preventive maintenance and data protection.		
Required	42	Perform preventive maintenance and data protection.		
Required	43	Apply the steps of the troubleshooting process.		
Required	44	Use tools and software for preventive maintenance.		
Required	45	Troubleshoot laptops.		
Required	46	Troubleshoot printers.		
<b>Analyzing Operating Systems</b>				

Required	47	Identify operating system files.		
Required	48	Identify concepts and procedures for creating, viewing, and managing disks, directories, and files in operating systems.		
Required	49	Upgrade an operating system.		
Required	50	Use command-line functions to manage operating systems.		
Required	51	Compare a domain-integrated PC with a workgroup PC.		
Required	52	Perform procedures to optimize the operating system.		
Required	53	Optimize an installed operating system.		
Required	54	Compare a default installation to a custom installation.		
Required	55	Perform a custom installation of an operating system.		
Required	56	Administer disks, directories, and files.		
Required	57	Optimize Web browser performance.		
Required	58	Optimize video subsystem.		
Required	59	Perform disk imaging and cloning.		
Required	60	Install a second operating system.		
Required	61	Troubleshoot operating systems.		
	<b>Performing Advanced Procedures on Networks</b>			
Required	62	Identify potential safety hazards and implement proper safety procedures related to networks.		
Required	63	Design a network based on the customer's needs.		
Required	64	Implement the customer's network.		
Required	65	Configure a wireless network.		
Required	66	Install an email client.		
Required	67	Perform preventive-maintenance procedures for networks.		
Required	68	Troubleshoot the network.		
	<b>Performing Security Functions</b>			
Required	69	Explain why security is important.		
Required	70	Describe security threats.		
Required	71	Explain Web security.		
Required	72	Describe physical and digital security procedures.		
Required	73	Outline security requirements based on customer needs.		
Required	74	Select security components based on customer needs.		
Required	75	Implement customer's security policy.		
Required	76	Evaluate preventive-maintenance on security systems.		
Required	77	Troubleshoot security functions.		

