

# Teacher Resources

## Computer Information Systems, Advanced (6613, 6615)

### Instructional Scenarios

The following instructional scenarios provide classroom activities to support the major concepts included in Computer Information Systems and Computer Information Systems, Advanced.

- [Connecting with Those Who Came Before: Trace the Development of Computers and Devices and Their Influence on Society](#)  
Duty/Concept Area(s): 39-46/Exploring Computer Concepts
- [Creating a Letter Using Merged Fields from a Spreadsheet](#)  
Duty/Concept Area(s): 39-45/Using Advanced Word Processing Functions
- [To Expand or Not to Expand?](#)  
Duty/Concept Area(s): 45-56/Using Advanced Spreadsheet Functions
- [Database Project](#)  
Duty/Concept Area(s): 57-61/Using Advanced Database Functions
- [Getting Ready for the Workforce](#)  
Duty/Concept Area(s): 64-73/Producing Word Processing Documents
- [Producing Distribution Materials: Create Documents and Graphics for Use in Various Advanced Desktop Publishing Products](#)  
Duty/Concept Area(s): 74-85/Producing Desktop Published Documents for Print
- [Telecommunication Blog](#)  
Duty/Concept Area(s): 103-111/Communicating through Technology

# Collaborative Lesson Ideas

## All That Jargon

*Subjects:* Computer Applications, Technical Writing

*Objective:*

- Create a dictionary of technical vocabulary organized by subject area. Using the Internet as a research tool, students create a reference book that lists and explains the specialized vocabulary used in various occupational fields.

*Related Academic Standards of Learning*

- *English:* 9.9; 10.11

*This lesson plan came from*

Suffolk City Public Schools  
Lakeland High School, 757-925-5530  
Michele S. Mason, English teacher  
C. F. McCray, English teacher

# Let's Get Technical

*Subjects:* Business, English

*Objectives:*

- Write a technical report that compares two products in terms of quality and price.
- Design and produce a technical report appropriate for a particular audience.

*Real-world application:*

- Consumers have so many choices and hear so many conflicting messages about competing products that it is almost impossible to make an informed choice without assistance.
- Comparing the power, seating capacity, comfort, safety, and price of two similar models of automobile is a valuable service to consumers considering an expensive purchase.
- Presenting the information in a concise, easy-to-read format in nontechnical language appeals to consumers who lack time or the inclination to interpret more technical documents.

*Materials needed:*

- computer with software and supplies
- printer
- binding machine
- sample technical reports

*Activities:*

- In English class, students select types of automobiles to compare.
- Students examine sample reports comparing products.
- Students conduct research and select the most effective way to present it.
- In Business class, students format the report, produce pages and covers, and print and bind the publication.

*Evaluation of student performance:*

Report is rated according to a checklist that includes research, idea formulation and presentation, content, writing mechanics, editing, audience consideration, use of technology, and work ethic.

*Related Academic Standards of Learning*

- *English:* 12.4; 12.7; 12.8
- *Mathematics:* COM.1; COM.8

*This lesson plan came from*

Norfolk Public Schools  
Maury High School, 757-441-2611  
Irene Mosenthine, Business teacher  
Rhonda Price, English teacher  
Bert Rakestraw, Business teacher  
Laura Shaw, English teacher

# Mythology in Advertising

*Subjects:* English, World History, Keyboarding Applications, Business and Marketing

*Objectives:*

- Determine the purposes of myths (to entertain, to instruct, to explain).
- Evaluate advertising messages.

Students identify advertising messages that allude to Greek mythology. They create a modern myth or advertisement (using print or video) that incorporates characters from Greek mythology to entertain, instruct, or explain.

*Related Academic Standards of Learning*

*English:* 9.3; 9.4; 9.6

*This lesson plan came from*

Charlottesville City Public Schools  
Charlottesville High School, 804-296-5131  
Dan Fielding, Professional Technical Studies Coordinator  
Lynda A. Southwell, English teacher

# America the Beautiful

*Subjects:* Business, Social Studies

*Objective:*

- Distribute geographical and historical information about states.

Students gather information about different states and compile it into a database showing a state map and facts such as state capital, flower, slogan, or products.

Suggestion: To strengthen real-world application, students could use the research to produce postcards or greeting cards featuring a particular state. Products could be donated to elementary and middle schools as geography aids.

*Related Academic Standards of Learning*

- *Mathematics:* COM.16: COM.17

*This lesson plan came from*

Suffolk City Public Schools  
Lakeland High School, Suffolk, 804-925-5530  
Marsha Martin, Business teacher  
James Shafer, U.S. History teacher