## Secondary Competency Task List

<table>
<thead>
<tr>
<th>Unit/Standard Number</th>
<th>Task Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>100</td>
<td><strong>PERSONAL AND ENVIRONMENTAL SAFETY</strong></td>
</tr>
<tr>
<td>101</td>
<td>Determine common causes of accidents and injuries in the workplace.</td>
</tr>
<tr>
<td>102</td>
<td>Wear personal protective equipment.</td>
</tr>
<tr>
<td>103</td>
<td>Identify safety hazard symbols.</td>
</tr>
<tr>
<td>104</td>
<td>Review Safety Data Sheets (SDS) and explain their requirements in handling hazardous materials.</td>
</tr>
<tr>
<td>105</td>
<td>Describe types of fire extinguishers and explain which types to use for extinguishing various fires.</td>
</tr>
<tr>
<td>106</td>
<td>Use safe procedures to follow when lifting and carrying heavy objects.</td>
</tr>
<tr>
<td>107</td>
<td>Describe the importance of safety as it relates to environmental issues.</td>
</tr>
<tr>
<td>108</td>
<td>Identify potential hazards when working with power supplies.</td>
</tr>
<tr>
<td>109</td>
<td>Follow disposal procedures for batteries display devices, and electronic components.</td>
</tr>
<tr>
<td>110</td>
<td>Follow disposal procedures for chemical solvents and pressurized cans.</td>
</tr>
<tr>
<td>111</td>
<td>Describe the meaning and importance of the Energy Star Rating System.</td>
</tr>
<tr>
<td>112</td>
<td>Configure a computer’s power management settings to maximize energy efficiency.</td>
</tr>
<tr>
<td>113</td>
<td>Maintain safe work area to avoid common accidents and injuries.</td>
</tr>
<tr>
<td>114</td>
<td>Prevent Electro-static Discharge conditions.</td>
</tr>
<tr>
<td>200</td>
<td><strong>IT FUNDAMENTALS</strong></td>
</tr>
<tr>
<td>201</td>
<td>Identify the various types of computers people use in the modern world.</td>
</tr>
<tr>
<td>202</td>
<td>Identify computer hardware components and their functions.</td>
</tr>
<tr>
<td>203</td>
<td>Identify appropriate computer equipment and peripheral for a specific situation and budget.</td>
</tr>
<tr>
<td>204</td>
<td>Describe the interaction between software and hardware.</td>
</tr>
<tr>
<td>205</td>
<td>Describe the difference between applications software and system software.</td>
</tr>
<tr>
<td>206</td>
<td>Identify the functions of an operating system.</td>
</tr>
<tr>
<td>207</td>
<td>Identify the various components of a graphical user interface based operating system.</td>
</tr>
<tr>
<td>208</td>
<td>Use a graphical user interface based operating system.</td>
</tr>
<tr>
<td>300</td>
<td><strong>RESERVED</strong></td>
</tr>
<tr>
<td>301</td>
<td>RESERVED</td>
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<td>302</td>
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<td>306</td>
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<tr>
<td>307</td>
<td>RESERVED</td>
</tr>
<tr>
<td>Unit/Standard Number</td>
<td>High School Graduation Years 2020, 2021 and 2022</td>
</tr>
<tr>
<td>----------------------</td>
<td>--------------------------------------------------</td>
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<tr>
<td>308</td>
<td>RESERVED</td>
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<tr>
<td>309</td>
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<td>310</td>
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<tr>
<td>402</td>
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</tr>
<tr>
<td>403</td>
<td>Identify the components of a URL.</td>
</tr>
<tr>
<td>404</td>
<td>Describe common legal and ethical issues associated with intellectual property.</td>
</tr>
<tr>
<td>405</td>
<td>Use web browsers to effectively search the Internet and retrieve specified information.</td>
</tr>
<tr>
<td>406</td>
<td>Use collaboration software</td>
</tr>
<tr>
<td>407</td>
<td>Explain the use of social media in a safe and appropriate manner.</td>
</tr>
<tr>
<td>500</td>
<td>RESERVED</td>
</tr>
<tr>
<td>501</td>
<td>Categorize storage devices and backup media.</td>
</tr>
<tr>
<td>502</td>
<td>Explain motherboard components, types and features.</td>
</tr>
<tr>
<td>503</td>
<td>Categorize power supplies types and characteristics.</td>
</tr>
<tr>
<td>504</td>
<td>Explain the purpose and characteristics of CPUs and their features.</td>
</tr>
<tr>
<td>505</td>
<td>Explain cooling methods and devices.</td>
</tr>
<tr>
<td>506</td>
<td>Compare and contrast memory types, characteristics and their purpose.</td>
</tr>
<tr>
<td>507</td>
<td>Distinguish between different display devices and their characteristics.</td>
</tr>
<tr>
<td>508</td>
<td>Install and configure peripherals and input devices.</td>
</tr>
<tr>
<td>509</td>
<td>Summarize the function and types of adapter cards.</td>
</tr>
<tr>
<td>510</td>
<td>Configure and optimize portable devices such as: laptops, tablets, and smart devices.</td>
</tr>
<tr>
<td>511</td>
<td>Install, configure and maintain the components of a desk top computer.</td>
</tr>
<tr>
<td>512</td>
<td>Detect problems, troubleshoot, and repair/replace the components of a desktop and laptop computer components.</td>
</tr>
<tr>
<td>513</td>
<td>Install, configure, and maintain printers.</td>
</tr>
<tr>
<td>514</td>
<td>Calculate voltage, wattage, and capacity of power supply.</td>
</tr>
<tr>
<td>515</td>
<td>Categorize different case form factors, their fans and air flow directions.</td>
</tr>
<tr>
<td>516</td>
<td>Explain the characteristics of various types of printers.</td>
</tr>
<tr>
<td>517</td>
<td>Explain and categorize various portable devices.</td>
</tr>
<tr>
<td>518</td>
<td>Identify various computer port types and uses.</td>
</tr>
<tr>
<td>600</td>
<td>RESERVED</td>
</tr>
<tr>
<td>601</td>
<td>Apply industry standard troubleshooting methods.</td>
</tr>
</tbody>
</table>
# Computer Technology/Computer System Technology

**CIP 15.1202**

**Task Grid**

<table>
<thead>
<tr>
<th>Unit/Standard Number</th>
<th>Task Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>602</td>
<td>Identify common hardware and operating system symptoms and their causes.</td>
</tr>
<tr>
<td>603</td>
<td>Use troubleshooting methods and tools for printers.</td>
</tr>
<tr>
<td>604</td>
<td>Identify common mobile device issues and determine the appropriate basic troubleshooting method.</td>
</tr>
<tr>
<td>605</td>
<td>Integrate common preventative maintenance techniques for computers.</td>
</tr>
<tr>
<td>606</td>
<td>Identify basic computer and networking tools.</td>
</tr>
<tr>
<td>700</td>
<td><strong>OPERATING SYSTEMS AND SOFTWARE</strong></td>
</tr>
<tr>
<td>701</td>
<td>Identify different Operating Systems by their features.</td>
</tr>
<tr>
<td>702</td>
<td>Use various user interfaces.</td>
</tr>
<tr>
<td>703</td>
<td>Install and configure an operating system.</td>
</tr>
<tr>
<td>704</td>
<td>Identify and use system utilities/tools and evaluate the results.</td>
</tr>
<tr>
<td>705</td>
<td>Select the appropriate commands and options to troubleshoot and resolve problems.</td>
</tr>
<tr>
<td>706</td>
<td>Differentiate between various operating system directory structures.</td>
</tr>
<tr>
<td>707</td>
<td>Use system utilities/tools and evaluate the results.</td>
</tr>
<tr>
<td>708</td>
<td>Troubleshoot common OS (Operating System) and software issues.</td>
</tr>
<tr>
<td>709</td>
<td>Explain and demonstrate use of the Command Line interface.</td>
</tr>
<tr>
<td>710</td>
<td>Install, configure, and maintain application suite software.</td>
</tr>
<tr>
<td>711</td>
<td>Configure and implement client side virtualization.</td>
</tr>
<tr>
<td>800</td>
<td><strong>NETWORKING</strong></td>
</tr>
<tr>
<td>801</td>
<td>Recommend computer networks based on their scope of coverage.</td>
</tr>
<tr>
<td>802</td>
<td>Compare and contrast different Internet technologies.</td>
</tr>
<tr>
<td>803</td>
<td>Identify networking fundamentals, technologies, devices and protocols.</td>
</tr>
<tr>
<td>804</td>
<td>Fabricate, and install test network cables, connectors, and basic network infrastructure.</td>
</tr>
<tr>
<td>805</td>
<td>Compare and contrast various types of wired and wireless networks.</td>
</tr>
<tr>
<td>806</td>
<td>Use the appropriate tools to troubleshoot problems of network connectivity.</td>
</tr>
<tr>
<td>807</td>
<td>Install and configure SOHO network.</td>
</tr>
<tr>
<td>808</td>
<td>Install and configure network resources.</td>
</tr>
<tr>
<td>900</td>
<td><strong>SECURITY</strong></td>
</tr>
<tr>
<td>901</td>
<td>Follow the ethical, legal and security issues related to handling data.</td>
</tr>
<tr>
<td>902</td>
<td>Identify security features including wireless encryption, and malicious software protection.</td>
</tr>
<tr>
<td>903</td>
<td>Identify security, password management, locking workstations, and biometrics.</td>
</tr>
<tr>
<td>904</td>
<td>Troubleshoot, remove and prevent viruses and malware.</td>
</tr>
<tr>
<td>905</td>
<td>Implement security and troubleshoot common issues.</td>
</tr>
<tr>
<td>Unit/Standard Number</td>
<td>Task</td>
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<tr>
<td>906</td>
<td>Describe the ethical, security, and privacy issues involved in posting information about yourself and others on social networking sites, including blogs.</td>
</tr>
<tr>
<td>907</td>
<td>Implement industry standard practices dealing with user account management.</td>
</tr>
<tr>
<td>908</td>
<td>Perform basic forensic concepts such as: incident response, chain of custody, evidence preservation, and documentation.</td>
</tr>
<tr>
<td>1000</td>
<td>COMMUNICATION AND PROFESSIONALISM</td>
</tr>
<tr>
<td>1001</td>
<td>Communicate with customers.</td>
</tr>
<tr>
<td>1002</td>
<td>Solve customer/client problems.</td>
</tr>
<tr>
<td>1003</td>
<td>Utilize the team approach to deliver client service.</td>
</tr>
<tr>
<td>1004</td>
<td>Send, receive, and manage email documents and attachments using proper email etiquette.</td>
</tr>
<tr>
<td>1005</td>
<td>Describe an appropriate professional social media presence.</td>
</tr>
<tr>
<td>1006</td>
<td>Describe industry standard documentation, policies, procedures, and best practices.</td>
</tr>
</tbody>
</table>