Unit/Standard Number	High School Graduation Years 2020, 2021 and 2022 **Computer Technology/Computer System Technology CIP 15.1202 Task Grid**	Proficiency Level Achieved: (X) Indicates Competency Achieved to Industry Proficiency Level
	Secondary Competency Task List	
100	**PERSONAL AND ENVIRONMENTAL SAFETY**	
101	Determine common causes of accidents and injuries in the workplace.	
102	Wear personal protective equipment.	
103	Identify safety hazard symbols.	
104	Review Safety Data Sheets (SDS) and explain their requirements in handling hazardous materials.	
105	Describe types of fire extinguishers and explain which types to use for extinguishing various fires.	
106	Use safe procedures to follow when lifting and carrying heavy objects.	
107	Describe the importance of safety as it relates to environmental issues.	
108	Identify potential hazards when working with power supplies.	
109	Follow disposal procedures for batteries display devices, and electronic components.	
110	Follow disposal procedures for chemical solvents and pressurized cans.	
111	Describe the meaning and importance of the Energy Star Rating System.	
112	Configure a computer's power management settings to maximize energy efficiency.	
113	Maintain safe work area to avoid common accidents and injuries.	
114	Prevent Electro-static Discharge conditions.	
200	**IT FUNDAMENTALS**	
201	Identify the various types of computers people use in the modern world.	
202	Identify computer hardware components and their functions.	
203	Identify appropriate computer equipment and peripheral for a specific situation and budget.	
204	Describe the interaction between software and hardware.	
205	Describe the difference between applications software and system software.	
206	Identify the functions of an operating system.	
207	Identify the various components of a graphical user interface based operating system.	
208	Use a graphical user interface based operating system.	
300	**RESERVED**	
301	RESERVED	
302	RESERVED	
303	RESERVED	
304	RESERVED	
305	RESERVED	
306	RESERVED	
307	RESERVED	

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308	RESERVED	
309	RESERVED	
310	RESERVED	
400	**INTERNET APPLICATIONS**	
401	RESERVED	
402	RESERVED	
403	Identify the components of a URL.	
404	Describe common legal and ethical issues associated with intellectual property.	
405	Use web browsers to effectively search the Internet and retrieve specified information.	
406	Use collaboration software	
407	Explain the use of social media in a safe and appropriate manner.	
500	**COMPUTER HARDWARE**	
501	Categorize storage devices and backup media.	
502	Explain motherboard components, types and features.	
503	Categorize power supplies types and characteristics.	
504	Explain the purpose and characteristics of CPUs and their features.	
505	Explain cooling methods and devices.	
506	Compare and contrast memory types, characteristics and their purpose.	
507	Distinguish between different display devices and their characteristics.	
508	Install and configure peripherals and input devices.	
509	Summarize the function and types of adapter cards.	
510	Configure and optimize portable devices such as: laptops, tablets, and smart devices.	
511	Install, configure and maintain the components of a desk top computer.	
512	Detect problems, troubleshoot, and repair/replace the components of a desktop and laptop computer components.	
513	Install, configure, and maintain printers.	
514	Calculate voltage, wattage, and capacity of power supply.	
515	Categorize different case form factors, their fans and air flow directions.	
516	Explain the characteristics of various types of printers.	
517	Explain and categorize various portable devices.	
518	Identify various computer port types and uses.	
600	**TROUBLESHOOTING, REPAIR AND MAINTENANCE**	
601	Apply industry standard troubleshooting methods.	

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602	Identify common hardware and operating system symptoms and their causes.	
603	Use troubleshooting methods and tools for printers.	
604	Identify common mobile device issues and determine the appropriate basic troubleshooting method.	
605	Integrate common preventative maintenance techniques for computers.	
606	Identify basic computer and networking tools.	
700	**OPERATING SYSTEMS AND SOFTWARE**	
701	Identify different Operating Systems by their features.	
702	Use various user interfaces.	
703	Install and configure an operating system.	
704	Identify and use system utilities/tools and evaluate the results.	
705	Select the appropriate commands and options to troubleshoot and resolve problems.	
706	Differentiate between various operating system directory structures.	
707	Use system utilities/tools and evaluate the results.	
708	Troubleshoot common OS (Operating System) and software issues.	
709	Explain and demonstrate use of the Command Line interface.	
710	Install, configure, and maintain application suite software.	
711	Configure and implement client side virtualization.	
800	**NETWORKING**	
801	Recommend computer networks based on their scope of coverage.	
802	Compare and contrast different Internet technologies.	
803	Identify networking fundamentals, technologies, devices and protocols.	
804	Fabricate, and install test network cables, connectors, and basic network infrastructure.	
805	Compare and contrast various types of wired and wireless networks.	
806	Use the appropriate tools to troubleshoot problems of network connectivity.	
807	Install and configure SOHO network.	
808	Install and configure network resources.	
900	**SECURITY**	
901	Follow the ethical, legal and security issues related to handling data.	
902	Identify security features including wireless encryption, and malicious software protection.	
903	Identify security, password management, locking workstations, and biometrics.	
904	Troubleshoot, remove and prevent viruses and malware.	
905	Implement security and troubleshoot common issues.	

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906	Describe the ethical, security, and privacy issues involved in posting information about yourself and others on social networking sites, including blogs.	
907	Implement industry standard practices dealing with user account management.	
908	Perform basic forensic concepts such as: incident response, chain of custody, evidence preservation, and documentation.	
1000	**COMMUNICATION AND PROFESSIONALISM**	
1001	Communicate with customers.	
1002	Solve customer/client problems.	
1003	Utilize the team approach to deliver client service.	
1004	Send, receive, and manage email documents and attachments using proper email etiquette.	
1005	Describe an appropriate professional social media presence.	
1006	Describe industry standard documentation, policies, procedures, and best practices.	