

Unit/Standard Number	 <p style="text-align: center;">High School Graduation Years 2011, 2012 and 2013</p> <p style="text-align: center;">Computer Technology CIP 15.1202 Task Grid</p>	Proficiency Level Achieved: (X) Indicates Competency Achieved to Industry Proficiency Level
Secondary Competency Task List		
100	DEMONSTRATE KNOWLEDGE OF PERSONAL AND ENVIRONMENTAL SAFETY	
101	List common causes of accidents and injuries in a computer facility.	
102	Wear personal protective equipment, e.g. safety glasses, hearing protection, and respiratory protection, as needed.	
103	List and identify safety hazard symbols.	
104	Review Material Safety Data Sheets (MSDS) 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	Demonstrate 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	Identify proper disposal procedures for batteries and display devices.	
110	Identify proper 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	Maintaining a safe work area to avoid common accidents and injuries.	
200	DEMONSTRATE KNOWLEDGE OF COMPUTING 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 given 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	Describe the various components of a graphical user interface based operating system.	
208	Demonstrate the ability to use a graphical user interface based operating system.	
300	USE PRODUCTIVITY SOFTWARE	
301	List and describe several common application software suites.	
302	Create and edit word processing documents.	

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303	Create and edit electronic spreadsheets documents.	
304	Format text using applications software.	
305	Demonstrate the ability to print documents using applications software.	
306	Use the appropriate tools to create and manipulate images in application software documents.	
307	Format paragraphs and documents using applications software.	
308	Demonstrate the use of outlining, change tracking, and language tools in common applications software.	
400	DEMONSTRATE KNOWLEDGE OF LIVING ONLINE APPLICATIONS	
401	Describe common types of computer networks based on their scope of coverage.	
402	Describe how computer networks, telephone networks, and the Internet are interrelated.	
403	Describe appropriate email etiquette.	
404	Managing and receive e-mail and attachments.	
405	Identify the source of Internet document based its URL.	
406	Describe common ethical issues that must considered when retrieving information from the Internet.	
407	Use a web browser to effectively search the Internet and retrieve specified information.	
408	List and describe common uses of computers are used at work, at school and at home.	
500	DEMONSTRATE KNOWLEDGE OF 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 the different display devices and their characteristics.	
508	Install and configure peripherals and input devices.	
509	Summarize the function and types of adapter cards.	
510	Install, configure and optimize laptop components and features.	
511	Install and configure printers.	
512	Given a scenario, install, configure and maintain personal computer components.	

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513	Given a scenario, detect problems, troubleshoot, and repair/replace desk top and laptop computer components.	
514	Given a scenario, diagnose and repair common printer issues.	
600	DEMONSTRATE KNOWLEDGE OF TROUBLESHOOTING, REPAIR AND MAINTENANCE	
601	Describe and explain the troubleshooting theory.	
602	Describe and explain and interpret common hardware and operating system symptoms and their causes.	
603	Describe and determine the troubleshooting methods and tools for printers.	
604	Describe and interpret common laptop issues and determine the appropriate basic troubleshooting method.	
605	Given a scenario, integrate common preventative maintenance techniques.	
700	DEMONSTRATE KNOWLEDGE OF OPERATING SYSTEMS AND SOFTWARE	
701	Compare and contrast the different Operating Systems and their features.	
702	Given a scenario, demonstrate proper use of user interfaces.	
703	Explain the process and steps to install and configure an operating system.	
704	Explain the basics of boot sequences, methods and startup utilities.	
705	Select the appropriate commands and options to troubleshoot and resolve problems.	
706	Differentiate between various operating system directory structures.	
707	Identify and use system utilities/tools and evaluate the results.	
708	Evaluate and resolve common OS and software issues.	
800	DEMONSTRATE KNOWLEDGE OF NETWORKING	
801	Define the basics of networking fundamentals, including technologies, devices and protocols.	
802	Define, fabricate, and test network cables and connectors.	
803	Compare and contrast different network types including wireless.	
804	Troubleshoot connectivity issues using appropriate tools.	
805	Install and configure a network.	
900	DEMONSTRATE KNOWLEDGE OF SECURITY	
901	Explain the basic principles of security concepts and technologies.	
902	Identify security features including wireless encryption, malicious software protection, BIOS Security, Password management, locking workstations, and Biometrics.	
903	Prevent troubleshoot and remove viruses and malware.	
904	Implement security and troubleshoot common issues.	

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905	Outline the purpose of appropriate safety and environmental procedures.	
906	Prevent troubleshoot and remove viruses and malware.	
907	Implement security and troubleshoot common issues.	
908	Outline the purpose of appropriate safety and environmental procedures.	
909	Describe some of the ethical, legal and security issues related to handling data.	
910	Describe the ethical, security, and privacy issues involved in posting information about yourself and others on social networking sites, including blogs.	