# Competency Task List – Secondary Component

# Management Information Systems CIP 52.1201

# High School Graduation Years 2024, 2025, 2026

## 100 Safety

| Item | Task | (X) Indicates Proficiency 1 | Secondary Course Crosswalk |
| --- | --- | --- | --- |
| 101 | Follow ergonomic best practices for health, safety, and productivity. |  |  |
| 102 | Organize and maintain workspace. |  |  |
| 103 | Dissipate electrostatic discharge and identify related risks. |  |  |

## 200 Professional Business Procedures

| Item | Task | (X) Indicates Proficiency 1 | Secondary Course Crosswalk |
| --- | --- | --- | --- |
| 201 | Practice and deliver multimedia and telecommunications etiquette. |  |  |
| 202 | Identify, proofread, and correct grammar errors in all documents. |  |  |
| 203 | Practice professional interpersonal communication skills. |  |  |
| 204 | Use time management skills. |  |  |
| 205 | Prepare business correspondence and technical documents. |  |  |
|  | RESERVED (206) |  |  |
| 207 | Identify needs and build rapport with end users. |  |  |
| 208 | Develop and perform conflict resolution practices. |  |  |
|  | RESERVED (209-211) |  |  |
| 212 | Apply supervision and training techniques. |  |  |

## 300 Business Law and Ethics

| Item | Task | (X) Indicates Proficiency 1 | Secondary Course Crosswalk |
| --- | --- | --- | --- |
| 301 | Identify and explain the principles of business law and ethics (e.g., intellectual property). |  |  |
|  | RESERVED (302) |  |  |
| 303 | Explain crimes often associated with businesses and organizations (e.g., embezzlement, extortion, and computer crimes). |  |  |
|  | RESERVED (304) |  |  |
| 305 | Identify proper use of business technology and property (e.g., computers, mobile devices, cyber safety awareness and telephones). |  |  |
| 306 | Identify legal safeguards to protect sensitive data and preserve confidentiality. |  |  |
|  | RESERVED (307-310) |  |  |

## 400 Computer and Internet Fundamentals

| Item | Task | (X) Indicates Proficiency 1 | Secondary Course Crosswalk |
| --- | --- | --- | --- |
| 401 | Use terminology associated with online technologies. |  |  |
| 402 | Stay current with new and emerging technologies and certifications. |  |  |
| 403 | Use advanced search engine techniques to locate resources. |  |  |
| 404 | Identify components of a computer system and related peripherals. |  |  |
| 405 | Navigate and manage operating systems and utility programs (e.g., installing, uninstalling, updating software). |  |  |
| 406 | Identify types of telecommunication devices and networks (e.g., local area network (LAN), wide area network (WAN), router, switch, firewall). |  |  |
| 407 | Identify file types and use file management techniques (e.g., compressing files, copying files, renaming files). |  |  |
| 408 | Use a variety of cloud computing services. |  |  |
|  | RESERVED (409) |  |  |
| 410 | Utilize multimedia presentation software for professional communication. |  |  |
| 411 | Design, edit, and publish documents using appropriate software. |  |  |
| 412 | Identify and explain the variety of E-commerce models, e.g., business-to-business (B2B), consumer-to-business (C2B), business-to-consumer (B2C), customer-to-customer (C2C). |  |  |
| 413 | Select data and design mail merge functionality in productivity software. |  |  |
| 414 | Construct files utilizing features, such as formats, headers and footers, styles, tables, and charts. |  |  |
| 415 | Differentiate between the types of programming language, e.g., procedural, object-oriented, script. |  |  |

## 500 Data Analysis Software

| Item | Task | (X) Indicates Proficiency 1 | Secondary Course Crosswalk |
| --- | --- | --- | --- |
| 501 | Manage, manipulate, and validate data using spreadsheets. |  |  |
| 502 | Generate and analyze graphs/charts and associated data using spreadsheet software. |  |  |
|  | RESERVED (503) |  |  |
| 504 | Input data (e.g., payroll or inventory data, into spreadsheet software). |  |  |
| 505 | Create, show formulas, and use built-in functions utilizing spreadsheet software. |  |  |
| 506 | Sort and filter spreadsheet data. |  |  |
| 507 | Format spreadsheet cells (e.g., underline, alignment, borders, shading). |  |  |

## 600 Database Administration

| Item | Task | (X) Indicates Proficiency 1 | Secondary Course Crosswalk |
| --- | --- | --- | --- |
| 601 | Design a database structure and use related terminology. |  |  |
| 602 | Create an entity-relationship diagram. |  |  |
| 603 | Create tables and modify fields. |  |  |
| 604 | Build forms to capture, manipulate, and display data. |  |  |
| 605 | Construct and manage queries using one or more tables. |  |  |
| 606 | Design and arrange reports using filters. |  |  |
| 607 | Apply normalization to relational databases. |  |  |
|  | RESERVED (608) |  |  |
| 609 | Implement security, back-up, and recovery procedures. |  |  |
| 610 | Import and export data into other applications. |  |  |

## 700 Programming and System Development

| Item | Task | (X) Indicates Proficiency 1 | Secondary Course Crosswalk |
| --- | --- | --- | --- |
| 701 | Apply working knowledge of the System Development Life Cycle (system investigation/project proposal, analysis, design, code/test, implementation, and maintenance). |  |  |
| 702 | Apply programming fundamentals (e.g., system processing, integration, generations of languages, binary code, object code, source code). |  |  |
| 703 | Declare and manipulate various data type variables. |  |  |
| 704 | Utilize program control structures (e.g., decisions, loops, functions/ subroutines, arithmetic, and logical operations). |  |  |
| 705 | Create working graphical user interfaces (GUI). |  |  |
| 706 | Create, test, and debug successful computer programs. |  |  |
| 707 | Create thorough program documentation. |  |  |

## 800 Reserved

## 900 Computer Maintenance/Troubleshooting

| Item | Task | (X) Indicates Proficiency 1 | Secondary Course Crosswalk |
| --- | --- | --- | --- |
| 901 | Apply the troubleshooting theory. |  |  |
| 902 | Troubleshoot hardware problems and performance issues. |  |  |
| 903 | Troubleshoot software problems and performance issues. |  |  |
| 904 | Integrate common preventative maintenance techniques. |  |  |
| 905 | Analyze and correct basic network problems and performance issues. |  |  |

1 Student Demonstrated Entry-Level Industry Proficiency as Indicated by (X)

Secondary CTE Instructor Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_