CRAWFORD TECH

Crawford County Career & Technical Center

Student Start Date: _____

Student Name: _____

Competency Task List – Secondary Component

Computer Technology/Computer Systems Technology CIP 15.1202

High School Graduation Years 2023, 2024, 2025

100 Personal and Environmental Safety

Item	Task	(X) Indicates Proficiency [1]	Date
101	Identify and prevent common causes of accidents and injuries in the workplace.		
102	Wear personal protective equipment.		
103	Identify safety hazard symbols.		
104	Follow Safety Data Sheets (SDS).		
105	Identify and select the type of fire extinguisher based on the type of fire.		
106	Follow proper procedures when lifting and carrying heavy objects.		
107	Identify and implement proper disposal procedures based upon environmental impact and regulations.		
108	Identify potential hazards when working with power supplies.		
	RESERVED (109-111)		
112	Configure a computer's power management settings to maximize energy efficiency.		

	RESERVED (113)		
114	Prevent electro-static discharge conditions.		
115	Demonstrate proper ergonomic techniques.		

200 Reserved

300 Reserved

400 Internet Applications

Item	Task	(X) Indicates Proficiency [1]	Date
	RESERVED (401)		
	RESERVED (402)		
403	Identify the components of a uniform resource locator (URL).		
404	Identify processes for addressing prohibited content/activity, and privacy, licensing, and policy concepts.		
405	Use web browsers to effectively search and access information on the internet.		
406	Use collaboration software.		
407	Identify safe and appropriate manner and the implications of the digital footprint when using social media.		

500 Computer Hardware

Item	Task	(X) Indicates Proficiency [1]	Date
501	Categorize storage devices and backup media.		
502	Select motherboard components based on types, and features.		
503	Select power supplies based on system requirements.		
504	Define the purpose and characteristics of central processor units (CPUs) and their features.		

505	Select and install cooling methods and devices.		
506	Select and install memory based on type, characteristics, and their purpose.		
507	Select and 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, e.g., laptops, tablets, and smart devices.		
511	Install, configure, and maintain the components of a desktop computer.		
512	Detect problems, troubleshoot, and repair and 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	Differentiate between and describe the characteristics of various types of printers.		
517	Explain and categorize the capabilities and limitations of various portable devices.		
518	Identify various computer port types and purpose.		

600 Troubleshooting, Repair and Maintenance

Item	Task	(X) Indicates Proficiency [1]	Date
601	Apply troubleshooting methodologies.		
602	Troubleshoot and resolve common hardware and operating system symptoms and their causes.		
603	Use troubleshooting methods and tools for printers.		
604	Troubleshoot mobile device issues.		
605	Integrate common preventative maintenance techniques for computers.		
606	Identify basic computer and networking tools.		
607	Choose and utilize the appropriate hand tool for a given task.		

700 Operating Systems and Software

Item	Task	(X) Indicates Proficiency [1]	Date
701	Evaluate different operating systems by their features.		
702	Use various user interfaces.		
703	Install and configure an operating system.		
704	Select and use system utilities and 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.		
	RESERVED (707)		
708	Troubleshoot common operating system (OS) and software issues.		
709	Use command-line interface.		
710	Install, configure, and maintain application suite and system software.		
711	Configure and implement client-side virtualization.		
712	Describe the interaction between software and hardware.		

800 Networking

Item	Task	(X) Indicates Proficiency [1]	Date
801	Recommend computer network type based on their scope of coverage.		
802	Recommend internet technologies based on clients' requirements.		
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 computer tools to troubleshoot problems of network connectivity.		
807	Install and configure a small office/home office (SOHO) network.		
808	Install and configure network resources.		

900 Security

Item	Task	(X) Indicates Proficiency [1]	Date
901	Follow the ethical, legal and security requirements related to handling data.		
902	Implement and identify security features including wireless encryption and malicious software protection.		
903	Implement and identify security, password management, locking workstations, and biometrics.		
904	Troubleshoot, remove, and prevent viruses and malware.		
905	Implement security and troubleshoot common issues.		
906	Address the ethical, security, and privacy issues involved in posting information about yourself and others on social networking sites, e.g., blogs.		
907	Implement industry standard practices dealing with user account management.		
908	Perform basic forensic concepts, e.g., incident response, chain of custody, evidence preservation, and documentation.		

1000 Communication and Professionalism

Item	Task	(X) Indicates Proficiency [1]	Date
1001	Communicate with customers.		
1002	Solve customer and 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 and remote workplace presence.		
1006	Understand and create industry standard documentation, policies, procedures, and best practices.		
1007	Identify appropriate computer equipment and peripheral for a specific situation and budget.		

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

Secondary CTE Instructor Signature _____ Date _____

Student Signature _____ Date _____

PA In-Demand Occupations List (PA IDOL)
Industry-Recognized Credential Resource Guide