Competency Task List – Secondary Component
Management Information Systems CIP 52.1201
High School Graduation Years 2027, 2028, 2029

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.		

Item	Task	(X) Indicates Proficiency [1]	Secondary Course Crosswalk
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, and 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.		

Item	Task	(X) Indicates Proficiency [1]	Secondary Course Crosswalk
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

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