Unit/Standard Number	**Management Information Systems** **CIP 52.1201** **Task Grid**	**Proficiency Level Achieved:** **(X) Indicates Competency Achieved to Industry Proficiency Level**
	Secondary Competency Task List	
100	**SAFETY**	
101	Follow current ergonomic best practices for health, safety and productivity.	
102	Organize and maintain workspace.	
103	Differentiate ways to dissipate electrostatic discharge and related risks.	
200	**PROFESSIONAL BUSINESS PROCEDURES**	
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.	
206	RESERVED	
207	Identify needs and build rapport with end users.	
208	Develop and perform conflict resolution practices.	
209	RESERVED	
210	RESERVED	
211	RESERVED	
212	Demonstrate supervision and training techniques.	
300	**BUSINESS LAW AND ETHICS**	
301	Identify the principles of business law and ethics and explain how they relate to business policies such as intellectual property.	
302	RESERVED	
303	Explain crimes often associated with businesses and organizations (e.g., embezzlement, extortion, and computer crimes).	
304	RESERVED	
305	Identify improper use of business technology and property (e.g., computers, mobile devices, and telephones).	
306	Identify legal safeguards to protect sensitive data and preserve confidentiality.	
307	RESERVED	
308	RESERVED	
309	RESERVED	
310	RESERVED	
400	**COMPUTER AND INTERNET FUNDAMENTALS**	
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.	
406	Identify the types of telecommunication devices and networks (e.g. LAN, WAN, router, switch, firewall).	
407	Use proper file management techniques.	
408	Use a variety of cloud computing services.	
409	RESERVED	
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. B2B, C2B, B2C, 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 the types of programming language (procedural, object-oriented or script).	
500	**DATA ANALYSIS SOFTWARE**	
501	Manage and manipulate data using spreadsheets.	
502	Generate and analyze graphs and associated data using spreadsheet software.	
503	RESERVED	
504	Input data (e.g., payroll or inventory data) into spreadsheet software.	
505	Create and 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, etc.).	
600	**DATABASE ADMINISTRATION**	
601	Design a database structure.	
602	Create 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.	
608	RESERVED	
609	Implement security, back-up and recovery procedures.	

610	Import and export data into other applications.	
700	**PROGRAMMING AND SYSTEM DEVELOPMENT**	
701	Apply working knowledge of the System Development Lifecycle (system investigation/project proposal, analysis, design, code/test, implementation and maintenance).	
702	Differentiate 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, etc.).	
705	Create working graphical user interfaces (GUI).	
706	Create, test and debug successful computer programs.	
707	Create clear and thorough program documentation.	
800	**RESERVED**	
801	RESERVED	
802	RESERVED	
803	RESERVED	
900	**COMPUTER MAINTENANCE/TROUBLESHOOTING**	
901	Apply the troubleshooting theory.	
902	Analyze and correct common hardware problems and performance issues.	
903	Analyze and correct common software problems and performance issues.	
904	Integrate common preventative maintenance techniques.	
905	Analyze and correct basic network problems and performance issues.	