

**Competency Task List – Secondary Component**  
**Communication Technology/Technicians & Support Services CIP 10.9999**  
**High School Graduation Years 2021, 2022, 2023**

**100 Orientation**

Item	Task	(X) Indicates Proficiency <sup>1</sup>	Secondary Course Crosswalk
101	Investigate career pathways in Communications Technology.		
102	Recognize copyright laws, fair use guidelines, and legal issues when producing media.		

**200 Graphic Design**

Item	Task	(X) Indicates Proficiency <sup>1</sup>	Secondary Course Crosswalk
201	Use graphic software to create, format, and edit documents.		
202	Change application settings and manage files within a graphic software application.		
203	Prepare files for appropriate output.		
204	Produce a logo using thumbnails, roughs, and comprehensives.		
205	Distinguish between vector and raster graphics.		
206	Use a vector-based application.		
207	Use a bitmap-based application.		
208	Use a desktop publishing application.		
209	Describe elements of design (e.g., line, shape, texture, mass, form, color).		
210	Describe principles of design (e.g., balance, emphasis, unity, alignment, repetition, motion).		

**300 Media Composition**

Item	Task	(X) Indicates Proficiency <sup>1</sup>	Secondary Course Crosswalk
301	Identify, describe, and demonstrate the principles of typography.		
302	Describe the principles of color theory (including: primary, secondary, additive/subtractive, contrast, lighting design, color themes, psychology, hue/saturation/value/luminance).		
303	Describe the principles of motion (including: pan, tilt, zoom, dolly truck, arc, and pedestal).		
304	Describe the principles of sound (including: harmony, melody, ambient, diegetic and non-diegetic).		
305	Describe the principles of visual composition (including: rule of thirds, 180 degree rule, framing, depth of field, angles, balance, and hierarchy).		
306	Apply basic principles of composition and field of view.		

**400 Photography**

Item	Task	(X) Indicates Proficiency <sup>1</sup>	Secondary Course Crosswalk
401	Operate digital still camera.		
402	Import, capture, and transfer images from camera.		
403	Identify the parts of a digital still camera.		
404	Apply basic principles of exposure.		
405	Apply basic principles of focus.		
406	Demonstrate the proper use of support systems (e.g., monopod, tripod).		

**500 Web Media**

Item	Task	(X) Indicates Proficiency <sup>1</sup>	Secondary Course Crosswalk
501	Identify and use basic HTML elements to create a web page.		

502	Integrate graphics and links to an HTML page.		
503	Demonstrate the properties of typography in HTML and CSS.		
504	Describe concepts of responsive Web Design (e.g., cell phone, tablet, desktop).		
505	Create, publish, and manage a supervised site (e.g., social media site, website, wiki, blog).		
506	Describe the various network protocols (e.g. FTP, SMTP, HTTP)		

**600 Video, Cinematography, and Audio Production**

Item	Task	(X) Indicates Proficiency <sup>1</sup>	Secondary Course Crosswalk
601	Identify and use various script formats (e.g., radio, TV, 2 column, screen play).		
602	Develop a storyboard and a shotlist.		
603	Import and transfer media into editing software.		
604	Use video effects, audio effects and transitions.		
605	Add titles to a video production.		
606	Export finished project for distribution.		
607	Identify types of microphones and pickup patterns.		
608	Apply story-telling concepts to a project.		
609	Distinguish frame rates.		
610	Demonstrate the proper operation of a video camera.		
611	Apply white balance procedures to the production environment.		
612	Monitor and record proper audio levels.		

**700 Professional Practices**

Item	Task	(X) Indicates Proficiency <sup>1</sup>	Secondary Course Crosswalk
701	Create and manage a production schedule.		
702	Create a project budget using spreadsheet software.		

703	Estimate time and material for media projects.		
704	Use critical thinking skills to plan and conduct research, manage projects, solve problems, and make informed decisions using appropriate digital tools and resources collaboratively.		
705	Determine strategies for success in multimedia projects.		
706	Create format and present media presentation.		
707	Research new industry trends.		
708	Create a self-marketing package, including portfolio, demo reel, and resume).		
709	Participate in a critique, including graphic design, video, web, and photo.		
710	Develop, publish, and present an advertising campaign.		
711	Produce media for an intended target audience, including those with disabilities.		

**800 Safety**

Item	Task	(X) Indicates Proficiency <sup>1</sup>	Secondary Course Crosswalk
801	Identify appropriate communication with electronic mail and the internet.		
802	Demonstrate proper ergonomics.		
803	Identify hazards when working with electrical equipment.		
804	Review safety data sheets (SDS).		
805	Identify types of fire extinguishers.		
806	Identify concepts of internet safety (e.g., firewalls, viruses, worms, captcha, trojan horses, encryption, phishing).		
807	Practice proper cable management and storage techniques.		

**900 Computer Operations and Applications/Computer Literacy**

Item	Task	(X) Indicates Proficiency <sup>1</sup>	Secondary Course Crosswalk
901	Maintain computer equipment and solve common problems relating to computer hardware.		
902	Identify file formats for use in media productions (e.g., print formats, web formats, video/audio formats, photography).		
903	Use terminology associated with hardware.		
904	Create a file management system.		
905	Identify different types of software, and general concepts related to software categories (e.g., graphics, video, web, word processing, audio).		
906	Identify types of communication networks e.g., WIFI, Blue tooth, local are network).		
907	Locate services and resources on the internet.		
908	Distinguish between different input and output devices.		
909	Recognize various cables used in current media productions.		
910	Explain the ways software manufacturers protect against software piracy.		

<sup>1</sup> Student Demonstrated Entry-Level Industry Proficiency as Indicated by (X)

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

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