# Competency Task List – Secondary Component

# Communication Technology/Technicians & Support Services CIP 10.9999

# High School Graduation Years 2024, 2025, 2026

## 100 Orientation

| Item | Task | (X) Indicates Proficiency 1 | Secondary Course Crosswalk |
| --- | --- | --- | --- |
| 101 | Investigate career pathways in Communications Technology. |  |  |
| 102 | Use digital media literacy and follow copyright laws, fair use guidelines, and legal issues when producing media. |  |  |

## 200 Graphic Design

| Item | Task | (X) Indicates Proficiency 1 | 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. |  |  |
|  | RESERVED (209) |  |  |
|  | RESERVED (210) |  |  |

## 300 Media Composition

| Item | Task | (X) Indicates Proficiency 1 | Secondary Course Crosswalk |
| --- | --- | --- | --- |
| 301 | Apply the principles of typography. |  |  |
| 302 | Apply color theory (including: primary, secondary, additive/subtractive, contrast, lighting design, color themes, psychology, hue/saturation/value/luminance). |  |  |
|  | RESERVED (303) |  |  |
|  | RESERVED (304) |  |  |
| 305 | Apply 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. |  |  |
| 307 | Apply elements of design (e.g., line, shape, texture, mass, form, value, color). |  |  |
| 308 | Apply principles of design (e.g., balance, emphasis, unity, alignment, repetition, motion). |  |  |

## 400 Photography

| Item | Task | (X) Indicates Proficiency 1 | Secondary Course Crosswalk |
| --- | --- | --- | --- |
| 401 | Operate a digital still camera or other photographic device. |  |  |
| 402 | Import, capture, and transfer images from camera. |  |  |
| 403 | Identify the parts of a digital still camera. |  |  |
| 404 | Apply principles of exposure. |  |  |
| 405 | Apply principles of focus. |  |  |
| 406 | Demonstrate the proper use of support systems (e.g., monopod, tripod). |  |  |
| 407 | Demonstrate the proper use of lighting (e.g., strobe, continuous, natural). |  |  |

## 500 Web Media

| Item | Task | (X) Indicates Proficiency 1 | Secondary Course Crosswalk |
| --- | --- | --- | --- |
| 501 | Identify hypertext markup language (HTML) elements. |  |  |
| 502 | Integrate graphics and links to an HTML page. |  |  |
| 503 | Identify properties of typography in HTML and Cascading Style Sheets (CSS). |  |  |
| 504 | Identify 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 | Identify network protocols (e.g., file transfer protocol (FTP), simple mail transfer protocol (SMTP), hypertext transfer protocol (HTTP)). |  |  |

## 600 Video, Cinematography, and Audio Production

| Item | Task | (X) Indicates Proficiency 1 | Secondary Course Crosswalk |
| --- | --- | --- | --- |
| 601 | Use various script formats (e.g., radio, 2-column, screenplay). |  |  |
| 602 | Develop a storyboard and a shot list. |  |  |
| 603 | Import, transfer, and organize media into editing software. |  |  |
| 604 | Use video effects, audio effects, and transitions. |  |  |
| 605 | Add titles and graphical elements 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 | Apply frame rates, aspect ratio, and resolution. |  |  |
| 610 | Operate a video camera. |  |  |
| 611 | Apply white balance procedures. |  |  |
| 612 | Monitor, control, record audio levels. |  |  |
| 613 | Apply the principles of motion (including: pan, tilt, zoom, dolly truck, arc, and pedestal). |  |  |
| 614 | Apply principles of sound (including: harmony, melody, rhythm, ambient, diegetic, and non-diegetic). |  |  |
| 615 | Apply color correction and color grading to postproduction. |  |  |
| 616 | Apply equalization and compression to audio postproduction. |  |  |
| 617 | Apply three-point lighting. |  |  |

## 700 Professional Practices

| Item | Task | (X) Indicates Proficiency 1 | Secondary Course Crosswalk |
| --- | --- | --- | --- |
| 701 | Create and manage a production schedule. |  |  |
| 702 | Create a budget for media projects. |  |  |
|  | RESERVED (703) |  |  |
| 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. |  |  |
|  | RESERVED (705) |  |  |
| 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 ongoing critiques of media projects. |  |  |
| 710 | Develop, publish, and present an advertising campaign. |  |  |
| 711 | Produce media for an intended target audience, including those with disabilities. |  |  |

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## 800 Safety

| Item | Task | (X) Indicates Proficiency 1 | Secondary Course Crosswalk |
| --- | --- | --- | --- |
|  | RESERVED (801) |  |  |
| 802 | Use proper ergonomics. |  |  |
| 803 | Prevent hazards when working with electrical equipment. |  |  |
| 804 | Review Safety Data Sheets (SDS). |  |  |
| 805 | Identify types of fire extinguishers. |  |  |
|  | RESERVED (806) |  |  |
| 807 | Use cable management and storage techniques. |  |  |

## 900 Computer Operations and Applications/Computer Literacy

| Item | Task | (X) Indicates Proficiency 1 | Secondary Course Crosswalk |
| --- | --- | --- | --- |
| 901 | Maintain computer equipment and solve common problems relating to computer hardware and software. |  |  |
| 902 | Use file formats 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., Wi-Fi, Bluetooth, Local and Wide Area Networks). |  |  |
| 907 | Locate services and resources on the internet. |  |  |
| 908 | Distinguish between different input and output devices. |  |  |
| 909 | Identify various cables and connectors. |  |  |
| 910 | Explain the ways software manufacturers protect against software piracy. |  |  |
| 911 | Identify concepts of internet safety (e.g., firewalls, viruses, worms, captcha, trojan horses, encryption, phishing). |  |  |
| 912 | Communicate using netiquette across digital platforms. |  |  |

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

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

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