Unit/Standard Number	**Communication Technology/Technicians & Support Services** **CIP 10.9999** **Task Grid**	Proficiency Level Achieved: (X) Indicates Competency Achieved to Industry Proficiency Level
	Secondary Competency Task List	
100	**ORIENTATION**	
101	Investigate career pathways in Communications Technology.	
102	Recognize copyright laws and legal issues when producing media.	
103	Identify fair use guidelines.	
200	**GRAPHIC DESIGN**	
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 print 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	Insert and edit graphics in a desktop application.	
300	**MEDIA COMPOSITION**	
301	Identify, describe, and demonstrate the principles of typography.	
302	Describe the principles of Color Theory (including Primary, Secondary, Additive/Subtractice, Contrast, Light, Color Themes,	
303	Describe the design principles of Motion (including: Pan, Tilt, Zoom, Dolley Truck, Arc, Pedestal).	
304	Describe the design principles of Sound (including: Harmony, Melody, Ambient, Diagetic & Non-Diagetic).	
305	Describe the principles of Visual Composition (including: Rule of Thirds, 180 rule, Framing, Depth of Field, Angles, Vectors,	
400	**PHOTOGRAPHY**	
401	Operate digital still camera.	
402	Import, capture, and/or 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 and depth of field.	
406	Demonstrate the proper use of support systems (i.e., monopod, tripods, etc.).	
500	**WEB MEDIA**	
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 (i.e, cell, tablet, desktop).	
505	Create, publish, and manage a supervised site; e.g., YouTube channel, website, wiki, or blog.	
506	Describe the various network protocols (e.g. FTP, SMTP, HTTP, etc.)	

600	**VIDEO, CINEMATOGRAPHY, AND AUDIO PRODUCTION**	
601	Identify and use various script formats (i.e., radio, TV, 2 column, and screen play).	
602	Develop a storyboard and shotlist.	
603	Import and/or transfer media into editing software.	
604	Use video and 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**	
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, resume).	
709	Participate in a critique (including: graphic design, video, web, photo).	
710	Develop, publish and present an advertising campaign.	
711	Produce media for an intended target audience, including those with disabilities.	
712	Apply basic principles of composition/field of view.	
800	**SAFETY**	
801	Identify the appropriate use of electronic mail and "Netiquette."	
802	Demonstrate proper ergonomics.	
803	Identify hazards when working with electrical equipment.	
802	Review MSDS/SDS.	
804	Identify types of fire extinguishers.	
805	Identify concepts of Internet Safety (Firewalls, viruses, worms, capcha, trojan horses, encryption, phishing).	
803	Practice proper cable management and storage skills.	
900	**COMPUTER OPERATIONS AND APPLICATIONS/COMPUTER LITERACY**	
901	Maintain computer equipment and solve common problems relating to computer hardware.	
902	Identify file formats for use in media productions (Print formats, Web formats, Video/Audio Formats, Photography). **Moved**	
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 (Graphics, Video, Web, Word Processing, Audio).	
906	Identify the types of communication networks, such as WiFi, Blue Tooth, LAN, etc.	
907	Locate services and resources on the internet.	
908	Distiguish 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.	
911	Identify types of codes and formats.	
912	Identify and describe the properties of different types of image compression formats for the web such as jpeg, tiff and png.	
3000	**ORIENTATION**	
3060	Identify and follow the Media Communications and Technology Program Rules and Procedures	
3061	Identify and follow the Middle Bucks Institute of Technology School Rules and Procedures	
3062	Describe display positive student/teacher and employer/employee student/worker attributes	
3063	Develop a personal written goal statements	
3064	Develop a personal written mission statement	
3100	**COMMUNICATION PROCESS**	
3160	Identify the communication process	
3161	Identify the functions of communication	
3162	Identify verbal communication	
3163	Identify nonverbal communication	
3164	Interpret verbal and nonverbal cues/behaviors to enhance communication with individuals	
3165	Apply active listening skills to obtain and clarify information	
3166	Apply professional communication techniques (netiquette, digital citizenship, etc)	
3200	**PRODUCTION**	
3260	Perform an Electronic News Gathering (ENG) production	
3261	Perform an Ellectronic Field Production (EFP) production	
3262	Perform a Studio production	
3263	Use a image stabilization devise	
3264	Use a jib/crane	
3265	Light the production	
3266	Direct the production	
3267	Produce the production	
3268	Manage audio control for the production	
3269	Combine media for the production	
3270	Engineer the production	
3271	Select and cast talent	
3300	**PROFESSIONAL DEVELOPMENT**	
3360	Complete a self-assessment and identify individual learning styles	
3361	Discover self-motivation techniques and establish short-term goals	
3362	Determine individual time-management skills	
3363	Define future occupations	
3364	Recognize benefits of doing a community service project	
3365	Participate in a shadowing experience	
3366	Identify the components of an employment portfolio	
3367	Measure/modify short-term goals	
3368	Identify stress sources	
3369	Select characteristics of a positive image	
3370	Demonstrate government awareness	
3371	Apply team skills to a group project	
3372	Observe and critique team skills at a local professional meeting	
3373	Demonstrate business meeting skills	

3374	Demonstrate social etiquette	
3375	Complete survey for employment opportunities	
3376	Review a professional journal and develop a speech	
3377	Complete a job application	
3378	Assemble an employment portfolio	
3379	Evaluate proficiency in program competencies	
3400	**LEADERSHIP**	
3460	Participate as an effective team/group member	
3461	Participate as a committee member	
3462	Chair a committee	
3463	Prepare an agenda for a meeting	
3464	Conduct a business meeting	
3465	Participate in a meeting using Parliamentary Procedure	
3466	Establish a long range career goal plan	
3500	**DIGITAL SIGNAGE**	
3560	Identify use of digital signage	
3561	Create content for digital signage	
3562	Configure a digital signage display	
3563	identify business models of digital signage	
3564	Implement digital signage	