	High School Graduation Years 2021, 2022, and 2023	Droficionov Loval
Unit/Standard Number	Communication Technology/Technicians & Support Services	Proficiency Level Achieved: (X) Indicates Competency Achieved to Industry Proficiency Level
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	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		
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 and manage a production schedule. 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 succe	
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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.	

910 Explain the waws software manufacturers protect analysis software princey. 911 Hentify vane discribe the properties of different types of image compression formats for the web such as jpen, tiff and png. 912 Bentify and discribe the properties of different types of image compression formats for the web such as jpen, tiff and png. 913 ORIENTATION 914 Bentify and follow the Media Communications and Technology Program Rales and Procedures 915 Decode a personal writing goal statements 916 Decode a personal writing goal statements 917 Decode a personal writing goal statements 918 Decode a personal writing books and activity information 918 Decode a personal writing the software and caterin information 918 Decode presonal writing to software and caterin information 918 Decode presonal writing informati	909	Recognize various cables used in current media productions.	
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3373 Demonstrate business meeting skills			
	3373	Demonstrate business meeting skills	

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