

Unit/Standard Number	<p style="text-align: center;"><u>High School Graduation Years 2018, 2019, and 2020</u></p> <p style="text-align: center;"><b>Communication Technology/Technicians &amp; Support Services</b> <b>CIP 10.9999</b> <b>Task Grid</b></p>	<p style="text-align: center;">Proficiency Level Achieved: (X) Indicates Competency Achieved to Industry Proficiency Level</p>
<b>Secondary Competency Task List</b>		
<b>100</b>	<b>COMMUNICATION TECHNOLOGY AND SAFETY PROCEDURES.</b>	
101	Explain Communication Technology and why it is important.	
102	Demonstrate safety procedures in the field of communications technology.	
<b>200</b>	<b>LEADERSHIP AND ACCOUNTABILITY SKILLS IN COMMUNICATION TECHNOLOGY.</b>	
201	Demonstrate creative thinking, construct knowledge, and develop innovative products and processes using technology (i.e., presentations, Podcasts, Blogs, Wikis, and Forums).	
202	Use critical thinking skills to plan and conduct research, manage projects, solve problems, and make informed decisions using appropriate digital tools and resources collaboratively.	
203	Demonstrate an understanding of human, cultural, and societal issues related to technology and practice legal and ethical behavior.	
204	Produce media for an intended target audience, including those with disabilities.	
205	Identify multimedia communications in the areas of education, business, health care, general information, leisure and recreation.	
206	Demonstrate an understanding of, and observe copyright laws when producing media.	
<b>300</b>	<b>ETHICAL, CULTURAL, AND SOCIETAL ISSUES RELATED TO COMMUNICATION TECHNOLOGY.</b>	
301	Describe ethics in relation to communication technology.	
302	Describe ethics in the communication technology educational environment.	
303	Describe ethics in the communication technology occupational environment.	
304	Describe ethics in the communication technology recreational environment.	
305	Describe ethics in the communication technology entertainment environment.	
<b>400</b>	<b>COMMUNICATION TECHNOLOGY SYSTEMS OPERATION, INFORMATION, AND SOFTWARE.</b>	
401	Identify ways to safeguard against computer viruses, worms, Trojan Horses, and spoofing.	
402	Describe techniques to prevent unauthorized computer access and use.	
403	Identify safeguards against hardware theft and vandalism.	
404	Explain the ways software manufacturers protect against software piracy.	
405	Define encryption and explain why it is necessary.	

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406	Recognize issues related to information accuracy, rights, and conduct.	
407	Identify emerging, current, and obsolete technologies.	
408	Define and illustrate current terminology associated with computers.	
409	Research accessibility issues related to information technology.	
410	Identify how to maintain computer equipment and solve common problems relating to computer hardware.	
411	Identify file formats for use in multimedia productions.	
<b>500</b>	<b>COMPUTER SYSTEM SET UP.</b>	
501	Demonstrate precautions and care when working with computers, printers, storage devices, and other peripherals.	
502	Demonstrate the knowledge of setting up a computer system, so it is operational for the user.	
<b>600</b>	<b>BASIC COMPUTER APPLICATIONS.</b>	
601	Demonstrate a mastery of terminology related to computer applications.	
602	Manipulate and control the Operating System and files.	
603	Manipulate a window by using menus, icons, and keyboard shortcuts.	
604	Create a file management system.	
605	Distinguish between system software and application software.	
606	Use software and hardware to perform computing tasks.	
607	Identify different types of software, and general concepts related to software categories.	
608	Demonstrate proper hand, finger, and body position when using a keyboard.	
<b>700</b>	<b>ELECTRONIC COMMUNICATION APPLICATIONS.</b>	
701	Define terminology associated with electronic communications.	
702	Locate services available on the Internet.	
703	Identify different types of information sources on the Internet.	
704	Use a web browser.	
705	Search the Internet for information.	
706	Follow procedures for using electronic mail applications.	
707	Identify the appropriate use of electronic mail and "Netiquette."	
<b>800</b>	<b>WEB COLLABORATION.</b>	

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801	Create, publish, and manage a supervised site; e.g., YouTube channel, website, wiki, or blog.	
802	Use an appropriate, supervised site to communicate with peers and other approved audiences.	
<b>900</b>	<b>INFORMATION LOCATION, EVALUATION, AND COLLECTION.</b>	
901	Demonstrate basic terminology related to locating, evaluating, and collecting information from a variety of sources.	
902	Describe the various sources to locate information.	
903	Locate, collect, and evaluate the qualifications and credentials of information from text (i.e., books, newspapers, periodicals).	
904	Locate, collect, and evaluate the qualifications and credentials of information from the web.	
905	Create a web page evaluation tool.	
906	Using an evaluation tool, evaluate a web page, and other media, such as videos, photographs, or audio documents.	
<b>1000</b>	<b>WORD PROCESSING.</b>	
1001	Use basic word processing commands to create, format, and edit documents.	
1002	Start and exit a word processing application and utilize sources of online help.	
1003	Identify common on-screen elements of a word processing application.	
1004	Change application settings and manage files within a word processing application.	
1005	Perform common printing functions.	
1006	Generate a hard copy of business correspondence to include a memo, personal/business letter, and letterhead.	
1007	Use advanced word processing skills to format and print a multi-page report in an integrated activity, following an accepted referencing format using appropriate guidelines, including Works Cited page.	
<b>1100</b>	<b>DESIGN &amp; LAYOUT.</b>	
1101	Identify and describe the basic components of a design application.	
1102	Identify, describe, and demonstrate the principles of typography.	
1103	Demonstrate knowledge of design principles including color theory, composition and layout, perspective, and typography.	
1104	Evaluate and apply the principles of design in various visual media.	
1105	Evaluate desktop publishing documents to design principles.	
1106	Demonstrate interconnections between different software applications.	
1107	Develop, publish, and present an advertising campaign.	
1108	Use a vector-based application.	
1109	Use a bitmap-based application.	
1110	Insert and edit graphics in a desktop application.	

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<b>1200</b>	<b>MULTIMEDIA PRESENTATION.</b>	
1201	Use proper terminology related to presentation applications.	
1202	Perform multimedia presentations to include slides, views, transitions, animations, color schemes and backgrounds.	
1203	Determine strategies for success in multimedia projects.	
1204	Create a multimedia presentation.	
1205	Format a multimedia presentation.	
1206	Print /export a multimedia presentation.	
1207	Present a multimedia presentation.	
1208	Identify the appropriate use of presentation hardware tools, such as an LCD projector or interactive white board.	
1209	Compose a presentation that includes a script, text, sound, images animation and video.	
<b>1300</b>	<b>PHOTOGRAPHY, CINEMATOGRAPHY, AND IMAGE CAPTURE.</b>	
1301	Demonstrate proper operation of the digital still and video cameras.	
1302	Import, capture, and/or transfer image/video from camera.	
1303	Identify the parts of a digital camera.	
1304	Apply basic principles of exposure.	
1305	Apply basic principles of focus.	
1306	Apply white balance procedures to the production environment.	
1307	Apply basic principles of composition/field of view.	
1308	Demonstrate the proper use of support systems (i.e., monopod, tripods, etc.).	
1309	Monitor and record proper audio levels.	
1310	Identify types of recording codes and formats.	
1311	Identify various video recording media.	
<b>1400</b>	<b>COMMUNICATION NETWORK COMPONENTS.</b>	
1401	Use proper terminology and components of a communication network.	
1402	Identify the types of communication networks, such as WiFi, Blue Tooth, LAN, etc.	
1403	Describe the various network protocols (e.g., FTP, SMTP, HTTP, etc.).	
<b>1500</b>	<b>WEB DESIGN APPLICATIONS FOR COMMUNICATIONS TECHNOLOGY.</b>	
1501	Identify and describe the properties of HTML, CSS, and various scripting languages (such as java script and PHP).	
1502	Identify and describe the properties of different types of image compression formats for the web such as, jpeg, tiff and png.	
1503	Identify and use basic HTML elements to create a web page.	

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1504	Integrate graphics and links to an HTML page.	
1505	Demonstrate the properties of typography in HTML and CSS.	
1506	Identify, define, and demonstrate the use of tables and forms.	
1507	Evaluate page design.	
<b>1600</b>	<b>CROSS PLATFORM CELLULAR TELEPHONE COMMUNICATION.</b>	
1601	Create and utilize multimedia for multiplatform distribution ( i.e, cell, web, mobile devices, television).	
1602	Create and utilize QR codes.	
<b>1700</b>	<b>VIDEO AND AUDIO PRODUCTION.</b>	
1701	Identify appropriate target audience.	
1702	Identify and use various script formats (i.e., radio, TV, 2 column, and screen play).	
1703	Develop a storyboard.	
1704	Import and/or Transfer media into non-linear editor.	
1705	Demonstrate use of video and audio effects and transitions.	
1706	Add titles to a video production.	
1707	Export finished project for distribution.	
1708	Identify types of microphones and pickup patterns.	
<b>1800</b>	<b>PROJECT MANAGEMENT.</b>	
1801	Create and manage a production schedule.	
1802	Create a project budget using spreadsheet software.	
1803	Given a budget, design a workstation for a specific multimedia application.	
<b>3000</b>	<b>ORIENTATION</b>	
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	
<b>3100</b>	<b>COMMUNICATION PROCESS</b>	
3160	Identify the communication process	
3161	Identify the functions of communication	

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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)	
<b>3200</b>	<b>PRODUCTION</b>	
3260	Perform an Electronic News Gathering (ENG) production	
3261	Perform an Electronic 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	
<b>3300</b>	<b>PROFESSIONAL DEVELOPMENT</b>	
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	

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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	
<b>3400</b>	<b>LEADERSHIP</b>	
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	
<b>3500</b>	<b>DIGITAL SIGNAGE</b>	
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	