

Unit/Standard Number	High School Graduation Years 2024, 2025, and 2026 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	Use digital media literacy and follow copyright laws, fair use guidelines, and legal issues when producing media.	
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 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	RESERVED (209)	
210	RESERVED (210)	
300	MEDIA COMPOSITION	
301	Apply the principles of typography.	
302	Apply color theory (including: primary, secondary, additive/subtractive, contrast, lighting design, color themes, psychology,	
303	RESERVED (303)	
304	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	
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	
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	
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	
701	Create and manage a production schedule.	
702	Create a budget for media projects.	
703	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.	
705	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.	
800	SAFETY	
801	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.	
806	RESERVED (806)	
807	Use cable management and storage techniques.	
900	COMPUTER OPERATIONS AND APPLICATIONS/COMPUTER LITERACY	

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.	
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	