Unit/Standard Number	High School Graduation Years 2019, 2020 and 2021 **Web Page, Digital/Multimedia and Information Resources Design** **CIP 11.0801** **Task Grid**	Proficiency Level Achieved: (X) Indicates Competency Achieved to Industry Proficiency Level
	Secondary Competency Task List	
100	**SAFETY IN THE MULTIMEDIA LABORATORY**	
101	Explain the Safety Data Sheet (SDS) system for hazardous chemicals and materials.	
102	RESERVED	
103	RESERVED	
104	Practice correct ergonomic strategies. (i.e. posture, wrist placement, monitor configuration)	
105	Identify the characteristics of positive digital citizenship.	
106	Maintain a positive digital footprint.	
200	**DESIGN TECHNOLOGY**	
201	RESERVED	
202	Interpret and use information technology terminology.	
203	Identify Internet and related-security issues in relation to the OSI model.	
204	Summarize and present information using communication technology skills.	
205	Analyze and evaluate Acceptable Use Policies (AUP).	
300	**FOUNDATIONS OF INFORMATION TECHNOLOGY**	
301	Research the history of information technology.	
302	Analyze the impact of information technology on business.	
303	RESERVED	
304	Determine basic data types and file storage sizes.	
305	Describe the evolution of the Internet and how it is used.	
306	Identify emerging technologies.	
307	Analyze the impact of information technology on society.	
400	**COMPUTER APPLICATIONS**	
401	Create documents related to information technology using word processing/publishing software.	
402	RESERVED	
403	Create spreadsheets for real-world business problems.	
404	RESERVED	
405	Identify software associated with web development.	
406	Differentiate the criteria for conducting searches on the Internet.	
500	**FUNDAMENTALS OF COMPUTER OPERATION**	

Unit/Standard Number	High School Graduation Years 2019, 2020 and 2021 Web Page, Digital/Multimedia and Information Resources Design CIP 11.0801 Task Grid	Proficiency Level Achieved: (X) Indicates Competency Achieved to Industry Proficiency Level
501	RESERVED	
502	RESERVED	
503	Use connectivity devices and peripheral equipment.	
504	Manage the various file types in accordance with content management principles.	
505	Compare and contrast the basic differences among operating systems.	
506	Investigate basic issues affecting system purchase and upgrade decisions.	
507	RESERVED	
508	Perform basic software configuration operations.	
509	Describe the importance of data backup strategies.	
510	RESERVED	
600	**NETWORK FUNDAMENTALS**	
601	Identify the elements that are required to connect to the Internet.	
602	RESERVED	
603	RESERVED	
604	Compare the features of web browsers.	
605	Explain file transfer mechanisms.	
~~606~~	RESERVED	
~~607~~	RESERVED	
608	Describe web publishing systems as it relates to FTP protocol.	
609	Examine SSL / TSL and encryption implementation on websites.	
700	**BASICS OF PROGRAMMING**	
701	Differentiate between client side and server side languages	
702	Identify the types of programming languages used in web design.	
703	RESERVED	
704	RESERVED	
705	Evaluate computer programming languages.	
800	**CREATING GRAPHIC CONTENT**	
801	RESERVED	
802	Use various software programs associated with graphics and interactive media.	
803	Configure the software used to create graphic content.	
804	Perform image file optimization for use on web.	
805	Create a comprehensive brand identity including style guide/tiles.	
806	RESERVED	

Unit/Standard Number	High School Graduation Years 2019, 2020 and 2021 Web Page, Digital/Multimedia and Information Resources Design CIP 11.0801 Task Grid	Proficiency Level Achieved: (X) Indicates Competency Achieved to Industry Proficiency Level
807	RESERVED	
808	RESERVED	
809	Use the Golden Ratio in graphic content.	
810	Differentiate between raster and vector images as they apply to graphic and web design.	
811	Practice typographic concepts. (i.e. legibility, readability, hierarchy)	
812	Create an object using graphic design software.	
813	Apply color theory to design content.	
900	**PRINCIPLES OF LAYOUT AND DESIGN**	
901	Identify project management, including time management components.	
902	Plan an effective design for a project using wireframing, thumbnails, or storyboard procedures.	
903	Apply principles of design, layout, and typography appropriate for a project.	
904	Practice the steps in a web design life cycle (planning, development, deployment, testing, and revision).	
905	Utilize the Golden Rule of thirds and 960 grids.	
906	Practice use of the steps in the design development / process.	
907	Critique a project to determine whether it meets the designated guidelines.	
1000	**DIGITAL DOCUMENTS**	
1001	Create a document in a format appropriate for electronic distribution.	
1002	Convert a document to electronic format.	
1003	RESERVED	
1100	**MULTIMEDIA PRESENTATIONS/PROJECTS**	
1101	Identify the components of an effective multimedia project.	
1102	Create a storyboard or outline for a multimedia project.	
1103	Use master slides, templates, and/or themes.	
1104	RESERVED	
1105	Incorporate charts, graphs, and/or tables into a multimedia project.	
1106	Enhance a multimedia project with user interactivity.	
1107	Incorporate elements from other sources into a multimedia project.	
1108	Edit a multimedia project.	
1109	Create handouts and/or other visuals for a multimedia presentation.	
1110	Deliver a multimedia presentation.	
1111	Critique a multimedia presentation to determine whether it meets the designated guidelines.	
1112	Demonstrate proper grammar and punctuation related to multimedia content.	
1200	**LEGAL AND ETHICAL ISSUES IN INTERNET TECHNOLOGY**	
1201	Explain the security issues related to computers and Internet technology.	

Unit/Standard Number	High School Graduation Years 2019, 2020 and 2021 Web Page, Digital/Multimedia and Information Resources Design CIP 11.0801 Task Grid	Proficiency Level Achieved: (X) Indicates Competency Achieved to Industry Proficiency Level
1202	Describe copyright issues and laws related to creating desktop-published, multimedia, and website design projects.	
1203	Comply with copyright laws when creating advanced desktop-published, multimedia, and website design projects.	
1204	Avoid unethical/inappropriate use of elements in advanced projects.	
1205	Comply with licensing agreements.	
1206	Practice procedures to guard against computer crimes.	
1207	Describe design of websites for accessibility and accommodation of persons with special needs.	
1208	Comply with accessibility and accommodation of persons with special needs.	
1209	Discuss and distinguish the Digital Millennium Copyright Act requirements and examples.	
1300	**CAREER PREPARATION**	
1301	Describe the process and requirements for obtaining industry certifications related to the design, multimedia, and web technologies.	
1302	Identify testing skills/strategies for a certification examination.	
1303	Demonstrate ability to successfully complete selected practice examinations (i.e., practice questions similar to those on certification exams).	
1304	Compose a professional online career portfolio.	
1305	Create a resume in industry standard software using principles of design.	
1400	**CLIENT RELATIONS**	
1401	Collaborate with peers and others to develop design and content plans.	
1402	Demonstrate effective client presentation skills in an effort to gain business through the exploration and utilization of various business formats, technologies, and environments.	
1403	Assessing client needs (complete a needs assessment for a client).	
1404	Create a client proposal.	
1405	Plan and develop a client job cost analysis.	
1406	Write and deliver a client contractual agreement.	
1407	Provide customer technical support for created content.	
1500	**DESIGN AND CREATE WEBSITES**	
1501	Operate What You See Is What You Get (WYSIWYG) software.	
1502	Use an HTML text editor.	
1503	Create tables in HTML.	
1504	Add color and format text.	
1505	RESERVED	
1506	Create hyperlinks.	
1507	Proofread and edit a website.	
1508	Test and validate a website.	
1509	Publish, update, and maintain a website.	
1510	Critique a website according to accepted website design principles.	
1511	Optimize and insert images to a website.	

Unit/Standard Number	High School Graduation Years 2019, 2020 and 2021 Web Page, Digital/Multimedia and Information Resources Design CIP 11.0801 Task Grid	Proficiency Level Achieved: (X) Indicates Competency Achieved to Industry Proficiency Level
1512	RESERVED	
1513	RESERVED	
1514	Optimize and add audio and video to a website.	
1515	Optimize and add an animated image to a website.	
1516	Examine emerging trends in website design.	
1517	RESERVED	
1518	Use Search Engine Optimization (SEO) techniques in websites.	
1519	Analyze a web site analytic report.	
1520	Examine web server technology.	
1521	RESERVED	
1522	Create page sections using the standards of HTML5	
1523	Implement a DIV element to separate content on a webpage.	
1524	Practice proper head container meta data (i.e. title, keywords, description)	
1600	**CASCADING STYLES**	
1601	Practice the use of CSS (Cascading Style Sheets) in web development.	
1602	RESERVED	
1603	RESERVED	
1604	Implement an ID selector to apply and identify style rules.	
1605	RESERVED	
1606	Implement a class selector to apply and identify style rules.	
1607	Create and link a single external style sheet.	
1608	Validate CSS code.	
1609	Implement an HTML element selector to apply and identify style rules.	
1700	**JAVASCRIPT FUNDAMENTALS**	
1701	Develop flowcharts to demonstrate program logic and explain object handlers.	
1702	Place JavaScript in HTML files.	
1703	Construct JavaScript functions.	
1704	Write conditional statements and loops in JavaScript.	
1705	Implement event handlers in HTML files.	
3000	**WEB COMMUNICATIONS**	
3060	Create web page templates.	
3061	Create and use interactive forms.	
3062	Design, create, and manage a responsive layout with the understanding of breakpoints and media queries.	
3063	Discuss and apply techniques of jquery into a responsive layout.	
3064	Understand and work with frameworks.	
3065	Develop peer checking techniques to inspect code documents.	

Unit/Standard Number	High School Graduation Years 2019, 2020 and 2021 Web Page, Digital/Multimedia and Information Resources Design CIP 11.0801 Task Grid	Proficiency Level Achieved: (X) Indicates Competency Achieved to Industry Proficiency Level
3066	Understand GDPR/Terms and conditions.	
3067	Develop a social media marketing campaign.	
3100	**CONTENT MANAGEMENT SYSTEMS**	
3160	Explain WordPress and its functionality.	
3161	Explain the difference between open source WordPress and the hosted version of WordPress.	
3162	Customize WordPress templates and themes.	
3163	Describe basic template architecture.	
3164	Describe WordPress theme requirements.	
3165	Add posts, pages, and other content to your WordPress site.	
3166	Output, display, and show functionality of menus and navigation.	
3167	Explain the Loop and present how it works.	
3168	Add sidebars, plugins, and widgets to a template.	
3169	Optimize your WordPress site for search engines.	
3170	Publish and maintain a secure WordPress site.	