Unit/Standard Number	High School Graduation Years 2022, 2023, 2024, 2025 and 2026 **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	RESERVED	
203	RESERVED	
204	RESERVED	
205	RESERVED	
300	**FOUNDATIONS OF INFORMATION TECHNOLOGY**	
301	Research the evolution of information technology.	
302	Analyze the impact of information technology on business.	
303	RESERVED	
304	Identify basic data types used as web assets.	
305	Describe the evolution of the Internet and how it is used.	
306	Identify emerging information technologies.	
307	Analyze the impact of information technology on society.	
308	Identify file storage sizes and the relationship to each other.	
309	Demonstrate consistent and clear file naming conventions.	
360	Explain local vs cloud storage CWE use google drive	
400	**COMPUTER APPLICATIONS**	
401	Create documents using word processing/publishing software.	
402	RESERVED	
403	Create spreadsheets for real-world business problems.	
404	RESERVED	

Unit/Standard Number	High School Graduation Years 2022, 2023, 2024, 2025 and 2026 Web Page, Digital/Multimedia and Information Resources Design CIP 11.0801 Task Grid	Proficiency Level Achieved: (X) Indicates Competency Achieved to Industry Proficiency Level
405	Differentiate the features and advantages of code editors.	
406	Implement advanced Internet and Boolean search parameters.	
460	Teach search techniques	
500	**FUNDAMENTALS OF COMPUTER OPERATION**	
501	RESERVED	
502	RESERVED	
503	Use connectivity devices and peripheral equipment.	
504	Manage the various file types in accordance with asset 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 preference configurations.	
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	Differentiate storage transfer technologies and processes.	
606	RESERVED	
607	RESERVED	
608	Describe file transfer as it relates to web publishing.	
609	Examine Secure Socket Layers (SSL) and Transport Layer Security (TLS) and encryption implementation on websites.	
610	Identify Payment Card Industry (PCI) compliance as it relates to e-commerce offerings.	
660	Explore collaborative coding and version control systems.	
661	Describe DNS	
700	**BASICS OF PROGRAMMING**	
701	RESERVED	
702	RESERVED	

Unit/Standard Number	High School Graduation Years 2022, 2023, 2024, 2025 and 2026 **Web Page, Digital/Multimedia and Information Resources Design** **CIP 11.0801** **Task Grid**	Proficiency Level Achieved: (X) Indicates Competency Achieved to Industry Proficiency Level
703	RESERVED	
704	RESERVED	
705	RESERVED	
760	Explain the differences between markup and programming languages.	
800	**CREATING GRAPHIC CONTENT**	
801	RESERVED	
802	Apply various software programs associated with graphics and interactive design.	
803	RESERVED	
804	Perform image file optimization for use on web.	
805	Create a comprehensive brand identity, including style guide/tiles.	
806	RESERVED	
807	RESERVED	
808	RESERVED	
809	RESERVED	
810	Differentiate between raster and vector images as they apply to graphic and web design.	
811	Practice typographic concepts, e.g., legibility, readability, hierarchy, leading, kerning, tracking.	
812	Create an object using graphic design software.	
813	Apply color theory to design content.	
814	Convert and optimize raster and vector file formats.	
860	Develop a social media marketing campaign.	
900	**PRINCIPLES OF LAYOUT AND DESIGN**	
901	Implement project and 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 to a project.	
904	Practice the steps in a web design life cycle, e.g., planning, development, deployment, testing, and revision.	
905	Utilize classic design principles in the creation of a responsive design.	
906	RESERVED	
907	Critique a project to determine whether it meets the designated guidelines.	
908	Use the golden ratio and rule of thirds in graphic content.	
1000	**DIGITAL DOCUMENTS**	
1001	RESERVED	
1002	RESERVED	
1003	RESERVED	

Unit/Standard Number	High School Graduation Years 2022, 2023, 2024, 2025 and 2026 **Web Page, Digital/Multimedia and Information Resources Design** **CIP 11.0801** **Task Grid**	Proficiency Level Achieved: (X) Indicates Competency Achieved to Industry Proficiency Level
1100	**MULTIMEDIA PRESENTATIONS/PROJECTS**	
1101	RESERVED	
1102	Create a storyboard or outline for a multimedia project.	
1103	Create master slides, templates, and/or themes.	
1104	RESERVED	
1105	RESERVED	
1106	RESERVED	
1107	RESERVED	
1108	Create a multimedia project using charts, graphs, tables, and user interactivity from other sources.	
1109	Create handouts and/or other visuals for a multimedia presentation.	
1110	Present a multimedia presentation.	
1111	RESERVED	
1112	RESERVED	
1113	Summarize and present information using communication technology skills.	
1200	**LEGAL AND ETHICAL ISSUES IN INTERNET TECHNOLOGY**	
1201	Explain the security issues related to computers and Internet technology.	
1202	RESERVED	
1203	Comply with copyright laws when creating advanced desktop-published, multimedia, and website design projects.	
1204	Adhere to ethical and appropriate use of elements in projects.	
1205	Comply with copyright licensing agreements.	
1206	Implement security measures to guard against computer crimes.	
1207	RESERVED	
1208	Comply with accessibility and accommodation of persons with special needs.	
1209	Research and articulate the Digital Millennium Copyright Act requirements and related legislation.	
1210	Analyze and evaluate Acceptable Use Policies (AUP).	
1211	Analyze and evaluate privacy policies and related legislation.	
1212	Analyze and evaluate the Controlling the Assault of Non-Solicited Pornography and Marketing Act (CAN-SPAM) and the opt-out provisions of the legislation.	
1300	**CAREER PREPARATION**	
1301	Identify certifications related to the career area.	
1302	RESERVED	
1303	RESERVED	
1304	Compose a professional online career portfolio.	
1305	Create a professional resume that visually represents technical proficiencies.	

Unit/Standard Number	High School Graduation Years 2022, 2023, 2024, 2025 and 2026 **Web Page, Digital/Multimedia and Information Resources Design** **CIP 11.0801** **Task Grid**	Proficiency Level Achieved: (X) Indicates Competency Achieved to Industry Proficiency Level
1400	**CLIENT RELATIONS**	
1401	Collaborate with peers and others to develop design and content plans.	
1402	RESERVED	
1403	Determine client needs by completing a client needs assessment for a client.	
1404	Create a client proposal.	
1405	Plan and develop a client job cost analysis.	
1406	Evaluate a client contractual agreement.	
1407	RESERVED	
1500	**DESIGN AND CREATE WEBSITES**	
1501	RESERVED	
1502	Use an HTML text editor.	
1503	Create tables in HTML.	
1504	RESERVED	
1505	RESERVED	
1506	Create hyperlinks.	
1507	Prepare website content using proper grammar and punctuation.	
1508	Test and validate a website.	
1509	Publish and update a website using file transfer protocols.	
1510	RESERVED	
1511	Embed images to a website.	
1512	RESERVED	
1513	RESERVED	
1514	Embed audio and video to a website.	
1515	Embed 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 website analytic report.	
1520	Examine web server technology.	
1521	RESERVED	
1522	Create page sections using the standards of HTML5	
1523	Implement DIV and SPAN elements to separate content on a webpage.	
1524	Practice proper head container metadata, i.e. title, keywords, description.	
1525	Publish a website using a content management system.	
1526	Create a website with responsive design.	
1527	Optimize media for web.	

Unit/Standard Number	High School Graduation Years 2022, 2023, 2024, 2025 and 2026 **Web Page, Digital/Multimedia and Information Resources Design** **CIP 11.0801** **Task Grid**	**Proficiency Level Achieved:** (X) Indicates Competency Achieved to Industry Proficiency Level
1528	Create website elements compatible with touch screens.	
1529	Create a form.	
1530	Analyze and implement use of UX.	
1531	Analyze and implement use of UI.	
1532	Explore social media integration.	
1560	Practice semantic markup.	
1561	Create web page templates.	
1562	Create and use interactive forms.	
1563	Design, create, and manage a responsive layout with the understanding of breakpoints and media queries.	
1564	Discuss and apply techniques of jQuery into a responsive layout.	
1565	Understand and work with frameworks.	
1566	Develop peer checking techniques to inspect code documents.	
1600	**CASCADING STYLES**	
1601	Practice the use of cascading style sheets (CSS) 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.	
1610	Implement external fonts.	
1700	**JAVASCRIPT FUNDAMENTALS**	
1701	Develop flowcharts to demonstrate program logic and explain object handlers.	
1702	Place JavaScript in HTML files internally and externally.	
1703	Construct JavaScript functions.	
1704	Write conditional statements and loops in JavaScript.	
1705	Implement event handlers in HTML files.	
3000	**CONTENT MANAGEMENT SYSTEMS**	
3060	Explain WordPress and its functionality.	
3061	Explain the difference between open source WordPress and the hosted version of WordPress.	
3062	Customize WordPress templates and themes.	

Unit/Standard Number	High School Graduation Years 2022, 2023, 2024, 2025 and 2026 **Web Page, Digital/Multimedia and Information Resources Design CIP 11.0801 Task Grid**	Proficiency Level Achieved: (X) Indicates Competency Achieved to Industry Proficiency Level
3063	Describe basic template architecture.	
3064	Describe WordPress theme requirements.	
3065	Add posts, pages, and other content to your WordPress site.	
3066	Output, display, and show functionality of menus and navigation.	
3067	Explain the Loop and present how it works.	
3068	Add sidebars, plugins, and widgets to a template.	
3069	Optimize your WordPress site for search engines.	
3070	Publish and maintain a secure WordPress site.	
3200	**SECURITY AND PRIVACY**	
3260	Explain GDPR and Privacy Laws	
3261	Create a Terms of Use	
3262	Understand password security and encryption	
3263	Develop a privacy policy that explains cookies	
3264	Develop two factor authentication	
3265	Develop and understand hasing	
3266	Develop and understand Captcha	