

| Unit/Standard Number | <p style="text-align: right;"><u>High School Graduation Years 2022, 2023 and 2024</u></p> <p style="text-align: center;">Web Page, Digital/Multimedia and Information Resources Design CIP 11.0801 Task Grid</p> | <p style="text-align: center;">Proficiency Level Achieved: (X) Indicates Competency Achieved to Industry Proficiency Level</p> |
|---------------------------------------|---|--|
| 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. | |
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| 200 | DESIGN TECHNOLOGY | |
| 201 | RESERVED | |
| 202 | RESERVED | |
| 203 | RESERVED | |
| 204 | RESERVED | |
| 205 | RESERVED | |
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| 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 | |
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| 400 | COMPUTER APPLICATIONS | |
| 401 | Create documents using word processing/publishing software. | |
| 402 | RESERVED | |
| 403 | Create spreadsheets for real-world business problems. | |
| 404 | RESERVED | |

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| 405 | Differentiate the features and advantages of code editors. | |
| 406 | Implement advanced Internet and Boolean search parameters. | |
| 460 | Teach search techniques | |
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| 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 | |
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| 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 | |
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| 700 | BASICS OF PROGRAMMING | |
| 701 | RESERVED | |
| 702 | RESERVED | |

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| 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 | | |

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| 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. | | |

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| 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 | | |
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| 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. | | |

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| 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. | | |
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| 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. | | |
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| 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. | | |
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| 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. | | |

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| 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. | |
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| 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 | |