






Unit/Standard Number	 <p>pennsylvania DEPARTMENT OF EDUCATION</p> <p style="text-align: right;"><u>High School Graduation Years 2012, 2013 and 2014</u></p> <p style="text-align: center;">Communication Technology/Technicians & Support Services CIP 10.9999 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	COMMUNICATION TECHNOLOGY AND SAFETY PROCEDURES	
101	Explain Communication Technology and why it is important.	
102	Demonstrate safety procedures in the field of communications technology	
200	LEADERSHIP and Accountability SKILLS IN COMMUNICATION TECHNOLOGY. Section Revised	
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 the use of multimedia for education, business, health care, general information, leisure and recreation	
206	Demonstrate an understanding of and observe copyright laws when producing media	
300	UNDERSTAND THE KNOWLEDGE OF ETHICAL, CULTURAL, AND SOCIETAL ISSUES RELATED TO COMMUNICATION TECHNOLOGY	
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.	
400	OPERATION OF COMMUNICATION TECHNOLOGY SYSTEMS, INFORMATION, AND SOFTWARE	
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.	
406	Recognize issues related to information accuracy, rights, and conduct.	

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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	
500	SET UP A COMPUTER SYSTEM.	
501	Demonstrate precautions and care when working with computers, printers, storage devices, and other peripherals.	
502	Discuss and demonstrate setting up a computer system.	
600	OPERATE BASIC COMPUTER APPLICATIONS	
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 shortcut.	
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, general concepts related to software categories	
608	Demonstrate proper hand, finger, and body position when using a keyboard.	
700	ELECTRONIC COMMUNICATION APPLICATIONS	
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."	

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800	COLLABORATE VIA THE WEB	
801	Create, publish and manage a supervised wiki and/or blog	
802	Use an appropriate, supervised wiki, blog or forum to communicate with peers, experts, and other approved audiences.	
900	LOCATE, EVALUATE, AND COLLECT INFORMATION FROM A VARIETY OF SOURCES.	
901	Demonstrate basic terminology related to locating, evaluating, and collecting information from a variety of sources.	
902	Create a Web Page evaluation tool.	
1000	WORD PROCESSING	
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 accepted referencing format using appropriate guidelines, including Works Cited page.	
1100	DESIGN & LAYOUT	
1101	Identify and describe the basic components of a design application.	
1102	Identify, describe, and demonstrate the principles of typography.	
1103	Understand 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.	
1200	MULTIMEDIA PRESENTATION	

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1201	Use proper terminology related to presentation applications.	
1202	Perform multimedia presentations to include slides, views, transition, animations, color scheme and background.	
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, interactive white board.	
1209	Compose a presentation that includes a script, text, sound, images animation and video.	
1300	PHOTOGRAPHY, CINNEMATOGRAPHY, AND IMAGE CAPTURE	
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 codecs and formats.	
1311	Identify various video recording media	
1400	COMMUNICATION NETWORK COMPONENTS	
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 protoclus, FTP, SMTP, HTTP, etc.)	
1500	WEB DESIGN	
1501	Identify and describe the properties of HTML, CSS, and various scripting languages; such as java script, PHP,	
1502	Identify and describe the properties of different types of image compression formats for the web such as, jpeg, tiff, png	

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1503	Identify and apply basic HTML elements to construct a web page	
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	
1600	CROSS-PLATFORM CELLULAR TELEPHONE COMMUNICATION	
1601	Create media for multi-platform distribution (i.e, cell , web, mobile devices, television)	
1700	VIDEO AND AUDIO PRODUCTION	
1701	Identify appropriate target audience	
1702	Identify and use various script formats(ie. Radio, tv, 2 column, screen play)	
1703	Develop a storyboard.	
1704	Import, Capture, 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.	
1800	PROJECT MANAGEMENT	
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.	