# Competency Task List – Secondary Component

# Web Page, Digital/Multimedia and Information Resources Design CIP 11.0801

# High School Graduation Years 2022, 2023, 2024

## 100 Safety in the Multimedia Laboratory

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| --- | --- | --- | --- |
| Item | Task  | (X) Indicates Proficiency 1 | Secondary Course Crosswalk |
| 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 | Demonstrate a positive digital footprint. |  |  |

## 200 Reserved

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| Item | Task  | (X) Indicates Proficiency 1 | Secondary Course Crosswalk |
| 201 | RESERVED |   |   |
| 202 | RESERVED |   |   |
| 203 | RESERVED |   |   |
| 204 | RESERVED |   |   |
| 205 | RESERVED |   |   |

## 300 Foundations of Information Technology

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| --- | --- | --- | --- |
| Item | Task  | (X) Indicates Proficiency 1 | Secondary Course Crosswalk |
| 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. |  |  |

## 400 Computer Applications

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| --- | --- | --- | --- |
| Item | Task  | (X) Indicates Proficiency 1 | Secondary Course Crosswalk |
| 401 | Create documents using word processing/publishing software. |  |   |
| 402 | RESERVED |  |   |
| 403 | Create spreadsheets for real-world business problems.  |  |  |
| 404 | RESERVED |  |  |
| 405 | Differentiate the features and advantages of code editors.  |  |  |
| 406 | Implement advanced Internet and Boolean search parameters. |  |  |

## 500 Fundamentals of Computer Operation

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| --- | --- | --- | --- |
| Item | Task  | (X) Indicates Proficiency 1 | Secondary Course Crosswalk |
| 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

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| --- | --- | --- | --- |
| Item | Task  | (X) Indicates Proficiency 1 | Secondary Course Crosswalk |
| 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. |  |  |

## 700 Reserved

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| --- | --- | --- | --- |
| Item | Task  | (X) Indicates Proficiency 1 | Secondary Course Crosswalk |
| 701 | RESERVED |   |   |
| 702 | RESERVED |  |  |
| 703 | RESERVED |  |  |
| 704 | RESERVED |  |  |
| 705 | RESERVED |  |  |

## 800 Creating Graphic Content

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| --- | --- | --- | --- |
| Item | Task  | (X) Indicates Proficiency 1 | Secondary Course Crosswalk |
| 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. |  |  |

## 900 Principles of Layout and Design

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| --- | --- | --- | --- |
| Item | Task  | (X) Indicates Proficiency 1 | Secondary Course Crosswalk |
| 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 Reserved

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| --- | --- | --- | --- |
| Item | Task  | (X) Indicates Proficiency 1 | Secondary Course Crosswalk |
| 1001 | RESERVED |   |   |
| 1002 | RESERVED |   |   |
| 1003 | RESERVED |   |   |

## 1100 Multimedia Presentation/Projects

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| --- | --- | --- | --- |
| Item | Task  | (X) Indicates Proficiency 1 | Secondary Course Crosswalk |
| 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

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| --- | --- | --- | --- |
| Item | Task  | (X) Indicates Proficiency 1 | Secondary Course Crosswalk |
| 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

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| --- | --- | --- | --- |
| Item | Task  | (X) Indicates Proficiency 1 | Secondary Course Crosswalk |
| 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. |  |  |

## 1400 Client Relations

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| --- | --- | --- | --- |
| Item | Task  | (X) Indicates Proficiency 1 | Secondary Course Crosswalk |
| 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

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| --- | --- | --- | --- |
| Item | Task  | (X) Indicates Proficiency 1 | Secondary Course Crosswalk |
| 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. |  |  |
| 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. |  |  |

## 1600 Cascading Styles

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| --- | --- | --- | --- |
| Item | Task  | (X) Indicates Proficiency 1 | Secondary Course Crosswalk |
| 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

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| Item | Task  | (X) Indicates Proficiency 1 | Secondary Course Crosswalk |
| 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. |  |  |

1 Student Demonstrated Entry-Level Industry Proficiency as Indicated by (X)

Secondary CTE Instructor Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_