

Competency Task List – Secondary Component
Communication Technology/Technicians & Support Services CIP 10.9999
High School Graduation Years 2024, 2025, 2026

100 Orientation

Item	Task	(X) Indicates Proficiency ¹	Secondary Course Crosswalk
101	Investigate career pathways in Communications Technology.		
102	Use digital media literacy and follow copyright laws, fair use guidelines, and legal issues when producing media.		

200 Graphic Design

Item	Task	(X) Indicates Proficiency ¹	Secondary Course Crosswalk
201	Use graphic software to create, format, and edit documents.		
202	Change application settings and manage files within a graphic software application.		
203	Prepare files for appropriate output.		
204	Produce a logo using thumbnails, roughs, and comprehensives.		
205	Distinguish between vector and raster graphics.		
206	Use a vector-based application.		
207	Use a bitmap-based application.		
208	Use a desktop publishing application.		
	RESERVED (209)		
	RESERVED (210)		

300 Media Composition

Item	Task	(X) Indicates Proficiency ¹	Secondary Course Crosswalk
301	Apply the principles of typography.		
302	Apply color theory (including: primary, secondary, additive/subtractive, contrast, lighting design, color themes, psychology, hue/saturation/value/luminance).		
	RESERVED (303)		
	RESERVED (304)		
305	Apply the principles of visual composition (including: rule of thirds, 180-degree rule, framing, depth of field, angles, balance, and hierarchy).		
306	Apply basic principles of composition and field of view.		
307	Apply elements of design (e.g., line, shape, texture, mass, form, value, color).		
308	Apply principles of design (e.g., balance, emphasis, unity, alignment, repetition, motion).		

400 Photography

Item	Task	(X) Indicates Proficiency ¹	Secondary Course Crosswalk
401	Operate a digital still camera or other photographic device.		
402	Import, capture, and transfer images from camera.		
403	Identify the parts of a digital still camera.		
404	Apply principles of exposure.		
405	Apply principles of focus.		
406	Demonstrate the proper use of support systems (e.g., monopod, tripod).		
407	Demonstrate the proper use of lighting (e.g., strobe, continuous, natural).		

500 Web Media

Item	Task	(X) Indicates Proficiency ¹	Secondary Course Crosswalk
501	Identify hypertext markup language (HTML) elements.		
502	Integrate graphics and links to an HTML page.		
503	Identify properties of typography in HTML and Cascading Style Sheets (CSS).		
504	Identify concepts of responsive Web Design (e.g., cell phone, tablet, desktop).		
505	Create, publish, and manage a supervised site (e.g., social media site, website, wiki, blog).		
506	Identify network protocols (e.g., file transfer protocol (FTP), simple mail transfer protocol (SMTP), hypertext transfer protocol (HTTP)).		

600 Video, Cinematography, and Audio Production

Item	Task	(X) Indicates Proficiency ¹	Secondary Course Crosswalk
601	Use various script formats (e.g., radio, 2-column, screenplay).		
602	Develop a storyboard and a shot list.		
603	Import, transfer, and organize media into editing software.		
604	Use video effects, audio effects, and transitions.		
605	Add titles and graphical elements to a video production.		
606	Export finished project for distribution.		
607	Identify types of microphones and pickup patterns.		
608	Apply story-telling concepts to a project.		
609	Apply frame rates, aspect ratio, and resolution.		
610	Operate a video camera.		
611	Apply white balance procedures.		
612	Monitor, control, record audio levels.		

Item	Task	(X) Indicates Proficiency ¹	Secondary Course Crosswalk
613	Apply the principles of motion (including: pan, tilt, zoom, dolly truck, arc, and pedestal).		
614	Apply principles of sound (including: harmony, melody, rhythm, ambient, diegetic, and non-diegetic).		
615	Apply color correction and color grading to postproduction.		
616	Apply equalization and compression to audio postproduction.		
617	Apply three-point lighting.		

700 Professional Practices

Item	Task	(X) Indicates Proficiency ¹	Secondary Course Crosswalk
701	Create and manage a production schedule.		
702	Create a budget for media projects.		
	RESERVED (703)		
704	Use critical thinking skills to plan and conduct research, manage projects, solve problems, and make informed decisions using appropriate digital tools and resources collaboratively.		
	RESERVED (705)		
706	Create format and present media presentation.		
707	Research new industry trends.		
708	Create a self-marketing package, including portfolio, demo reel, and resume.		
709	Participate in ongoing critiques of media projects.		
710	Develop, publish, and present an advertising campaign.		
711	Produce media for an intended target audience, including those with disabilities.		

800 Safety

Item	Task	(X) Indicates Proficiency ¹	Secondary Course Crosswalk
	RESERVED (801)		
802	Use proper ergonomics.		
803	Prevent hazards when working with electrical equipment.		
804	Review Safety Data Sheets (SDS).		
805	Identify types of fire extinguishers.		
	RESERVED (806)		
807	Use cable management and storage techniques.		

900 Computer Operations and Applications/Computer Literacy

Item	Task	(X) Indicates Proficiency ¹	Secondary Course Crosswalk
901	Maintain computer equipment and solve common problems relating to computer hardware and software.		
902	Use file formats in media productions (e.g., print formats, web formats, video/audio formats, photography).		
903	Use terminology associated with hardware.		
904	Create a file management system.		
905	Identify different types of software, and general concepts related to software categories (e.g., graphics, video, web, word processing, audio).		
906	Identify types of communication networks (e.g., Wi-Fi, Bluetooth, Local and Wide Area Networks).		
907	Locate services and resources on the internet.		
908	Distinguish between different input and output devices.		
909	Identify various cables and connectors.		
910	Explain the ways software manufacturers protect against software piracy.		

Item	Task	(X) Indicates Proficiency ¹	Secondary Course Crosswalk
911	Identify concepts of internet safety (e.g., firewalls, viruses, worms, captcha, trojan horses, encryption, phishing).		
912	Communicate using netiquette across digital platforms.		

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

Secondary CTE Instructor Signature _____ Date _____

Student Signature _____ Date _____