



Unit/Standard Number

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	DEMONSTRATE SAFETY IN THE MULTIMEDIA LABORATORY	
101	Explain the Material Safety Data Sheet (MSDS) system for hazardous chemicals and materials.	
102	Follow safety rules when working with equipment.	
103	Wear appropriate personal protective apparel and equipment when working with electricity and hazardous substances.	
200	DEMONSTRATE KNOWLEDGE OF DESIGN TECHNOLOGY	
201	Demonstrate proficiency with technologies common to web page and Multimedia Design.	
202	Demonstrate information technology skills.	
203	Demonstrate knowledge of the Internet and related security issues.	
204	Demonstrate knowledge of web communication technology skills.	
205	Demonstrate the knowledge of acceptable use policy (AUP).	
300	DEMONSTRATE KNOWLEDGE OF THE FOUNDATIONS OF INFORMATION TECHNOLOGY	
301	Describe the history and emerging technologies used in information technology.	
302	Describe the impact of information technology on business and society.	
303	Identify software associated with information systems.	
304	Determine basic data and determine storage concepts.	
305	Describe the evolution of the Internet and how it works.	
400	DEMONSTRATE SKILL WITH VARIOUS COMPUTER APPLICATIONS	
401	Create documents related to information technology using word processing/publishing software for online documentation.	
402	Create a relational database.	4/18/2016
403	Create spreadsheets for real-world business problems.	3/17/2016
404	Create presentations, using presentation software.	
500	DEMONSTRATE KNOWLEDGE OF THE FUNDAMENTALS OF COMPUTER OPERATION	

501	Describe characteristics and functions of Microprocessor systems.	
503	Demonstrate the use of connectivity devices and peripheral equipment.	
504	Manage the various file types.	
505	Compare and contrast the basic differences among operating systems (e.g. as browser operations are affected).	
506	Investigate basic issues affecting system purchase and upgrade decisions.	
507	Install and configure hardware and software in a computer system.	
508	Perform basic software configuration operations.	
509	Describe the importance of data backup strategies and media, and back up files.	
510	Describe the use of Remote Computer Operations and Programming.	
600	DEMONSTRATE KNOWLEDGE OF NETWORK FUNDAMENTALS	
601	Identify the elements that are required to connect to the Internet.	
602	Describe the concept of Internet addressing.	
603	Explain the delivery methods of Internet Service Providers (ISPs).	
604	Describe various types and features of various web browsers.	
605	Explain file transfer mechanisms.	4/18/2016
606	Demonstrate Internet communication etiquette.	
607	List the criteria for conducting searches on the Internet.	
700	DEMONSTRATE KNOWLEDGE OF THE BASICS OF PROGRAMMING	
701	Explain the purpose and functions of computer programming.	
702	Identify the types and application of programming languages, (.eg. Mark-up and Scripting)	
703	Explain the steps in a program life cycle.	
704	Design, create, debug, and document a program.	
800	DEMONSTRATE KNOWLEDGE OF COMPUTER GRAPHICS AND INTERACTIVE MEDIA	
801	Identify hardware required for multimedia and entertainment presentations.	
802	Describe various software programs associated with graphics and interactive media.	
803	Explain the components of multimedia design and their applications.	
804	Perform image management procedures.	
805	Demonstrate professional visual communications skills.	
806	Demonstrate presentation strategies.	
807	Describe web publishing systems.	
808	Create an interactive multimedia presentation.	
900	DEMONSTRATE THE KNOWLDEGE OF PRINCIPLES OF LAYOUT AND DESIGN	
901	Identify project-management components.	3/17/2016
902	Plan an effective design for a project using storyboard procedures.	3/17/2016
903	Apply principles of design, layout, and typography appropriate for a project.	

904	Explain the steps in a web design life cycle- (planning, development, deployment,testing, revision)	
1000	DESIGN AND CREATE DIGITAL DOCUMENTS	
1001	Create a document in a format appropriate for electronic distribution.	4/18/2016
1002	Convert a document to electronic format.	4/18/2016
1003	Critique a project to determine whether it meets the designated guidelines.	4/18/2016
1100	DESIGN AND CREATE MULTIMEDIA PRESENTATIONS/PROJECTS	3/21/2016
1101	Identify the components of an effective multimedia project.	3/21/2016
1102	Create a storyboard or outline for a multimedia project.	
1103	Use master slides, templates, and/or themes.	
1104	Create an object, using graphic design software.	
1105	Incorporate charts, graphs, and/or tables into a multimedia project.	
1106	Enhance a multimedia project with user interactivity.	
1107	Incorporate elements from other sources into a multimedia project.	
1108	Edit a multimedia project.	
1109	Create handouts and/or other visuals for a multimedia presentation.	
1110	Deliver a multimedia presentation.	
1111	Critique a multimedia presentation to determine whether it meets the designated guidelines.	
1200	EXPLAIN LEGAL AND ETHICAL ISSUES IN INTERNET TECHNOLOGY	
1201	Explain the security issues related to computers and Internet technology.	
1202	Describe copyright issues and laws related to creating desktop-published, multimedia, and website design projects.	
1203	Comply with copyright laws when creating advanced desktop-published, multimedia, and website design projects.	
1204	Demonstrate avoidance of unethical/inappropriate use of elements in advanced projects.	
1205	Comply with licensing agreements pertaining to software usage.	
1206	Demonstrate procedures to guard against computer crimes.	
1207	Describe design of websites for accessibility and accommodation of persons with special needs.	
1300	PREPARE FOR INDUSTRY CERTIFICATION	
1301	Describe the process and requirements for obtaining industry certifications related to the design, multimedia, and web technologies.	
1302	Identify testing skills/strategies for a certification examination.	
1303	Demonstrate ability to successfully complete selected practice examinations (e.g., practice questions similar to those on certification exams).	

1400	DEMONSTRATE KNOWLEDGE OF CLIENT RELATIONS	
1401	Communicating with others (peers and others) about design and content plans	
1402	Demonstrate effective presentation skills through the exploration and utilization of various business formats, technologies, and environments	
1403	Assessing client needs. (complete a needs assessment for a client)	
1404	Creating a client proposal for developing website.	
1405	Plan and develop a client job cost analysis	
1406	Write, deliver, and execute a client contractual agreement	
1407	Provide customer technical support for created content	
1500	DESIGN AND CREATE WEBSITES	
1501	Demonstrate proper use of What You See Is What You Get (WYSIWYG) software	
1502	Demonstrate proper use of an HTML text editor	
1503	Create tables in HTML.	
1504	Add color and format text.	
1505	Apply structural requirements (information architecture) for development of a website.	
1506	Create hyperlinks.	
1507	Proofread and edit a website.	
1508	Test a website.	
1509	Demonstrate publishing, updating, and maintaining a website.	
1510	Critique a Web site according to accepted Web site design principles.	
1511	Insert an image in a webpage	
1512	Obtain and optimize graphics.	
1513	Create image maps	
1514	Add audio and video to a site	
1515	Add animation to a website	
1516	Examine and demonstrate knowledge of emerging trends in website design.	
1517	Explore client-side and server-side scripting to create database-driven websites and applications.	4/18/2016
1518	Use Search Engine Optimization (SEO) techniques in websites.	
1519	Generate and analyze a site report.	
1520	Demonstrate knowledge of web server technology.	
1521	Identify the basic components of an e-commerce web site. (e.g. client gateway, point of sale, shopping cart, security certificate, SSL)	
1600	DEMONSTRATE KNOWLEDGE OF CASCADING STYLES	
1601	Discuss the use of CSS(Cascading Style Sheets) in web development.	
1602	Create and Utilize inline styles to change page attributes .	
1603	Create and Utilize embedded styles to change page attributes.	
1604	Implement an id selector to apply and identify style rules.	
1605	Implement a div element to separate content on a webpage.	

1606	Implement a class selector.	
1607	Create and link an external style sheet.	
1608	Validate CSS code.	