**INFORMATION TECHNOLOGY CAREER CLUSTER DESIGN**

Web and Digital Communications Pathway – CIP Code 11.1004

**Approved Pathway:**

1. Includes minimum of three secondary-level credits.
2. Includes a work- based element.
3. Consists of a sequence: Introductory-level, Technical-level, and Application-level courses.
4. Supporting documentation includes Articulation Agreement(s), Certification, Program Improvement Plan, and a Program of Study.
5. Technical-level and Application-level courses receive .5 state-weighted funding in an approved CTE pathway.

***INTRODUCTORY LEVEL***

|  |  |  |
| --- | --- | --- |
| [Computing Systems](#_bookmark1) | [10002/60002](#_bookmark1) | 1 credit |
| [Computer Applications](#_bookmark0) | [10004/60004](#_bookmark0) | 1 credit |

***TECHNICAL LEVEL***

## edit

***APPLICATION LEVEL***

|  |  |  |
| --- | --- | --- |
| [Web Page Design](#_bookmark2) | [10201](#_bookmark2) 1 cr | edit |
| [Computer Graphics](#_bookmark2) | [10202](#_bookmark2) 1 cr | edit |
| [Interactive Media](#_bookmark3) | [10203](#_bookmark3) 1 cr | edit |
| [Graphic Design 05162/11154](#_bookmark3) 1 cr |  |
| [Computer Programming](#_bookmark4) | [10152](#_bookmark4) 1 cr | edit |
| [Internet Marketing](#_bookmark4) | [12162](#_bookmark4) 1 cr | edit |
| [Animation](#_bookmark4) | [10210](#_bookmark4) 1 cr | edit |

|  |  |  |
| --- | --- | --- |
| [Particular Topics in Media Technology](#_bookmark5) | [10204](#_bookmark5) | 1 credit |
| [Media Tech.-Workplace Experience](#_bookmark5) | [10248](#_bookmark5) | 1 credit |
| [Media Technology - Other](#_bookmark5) | [10249](#_bookmark5) | 1 credit |
| [IB Information Tech. in Global Society](#_bookmark5) | [10007](#_bookmark5) | 1 credit |
| [Emerging Technologies](#_bookmark6) | [10040](#_bookmark6) | 1 credit |
| [Game Design & Authoring the Web](#_bookmark7) | [10165](#_bookmark7) | 1 credit |
| [Project Mgmt. & Res. Scheduling](#_bookmark7) | [21205](#_bookmark7) | 1 credit |

**KANSAS STATE CAREER CLUSTER COMPETENCY PROFILE INFORMATION TECHNOLOGY CLUSTER**

WEB & DIGITAL COMMUNICATIONS PATHWAY (C.I.P. 11.1004)

Graduation Date

**I certify that the student has received training in the areas indicated.** Instructor Signature Instructor Signature Instructor Signature

Instructor Signature

**STUDENT**

**Rating Scale:**

**3 - Proficient Achievement 2 - Limited Achievement**

**1 - Inadequate Achievement 0 - No Exposure**

### COMMON CAREER TECHNICAL CORE – CAREER READY STANDARDS

1. Act as a responsible and contributing citizen and employee
2. Apply appropriate academic and technical skills
3. Attend to personal health and financial well-being
4. Communicate clearly, effectively and with reason
5. Consider the environmental, social and economic impacts of decisions
6. Demonstrate creativity and innovation
7. Employ valid and reliable research strategies
8. Utilize critical thinking to make sense of problems and persevere in solving them.
9. Model integrity, ethical leadership and effective management
10. Plan education and career path aligned to personal goals
11. Use technology to enhance productivity
12. Work productively in teams while

using cultural/global competence **COMMON CAREER TECHNICAL CORE – INFORMATION TECHNOLOGY CLUSTER STANDARDS**

1. Demonstrate effective professional communication skills and practices that enable positive customer relationships.
2. Use product or service design processes and guidelines to produce a quality information technology product or service.
3. Demonstrate the use of cross- functional teams in achieving IT project goals.
4. Demonstrate positive cyber citizenry by applying industry accepted ethical practices and behaviors.
5. Explain the implications of IT on business development.
6. Describe trends in emerging and evolving computer technologies and their influence on IT practices.

7. Perform standard computer backup and restore procedures to protect IT information.

1. Recognize and analyze potential IT security threats to develop and maintain security requirements.
2. Describe quality assurance practices and methods employed in producing and providing quality IT products and services.
3. Describe the use of computer forensics to prevent and solve information technology crimes and security breaches.
4. Demonstrate knowledge of the hardware components associated with information systems.
5. Compare key functions and applications of software and determine maintenance strategies for computer systems.

## INTRODUCTORY LEVEL COURSES

**10004-Computer Applications**

3 2 1 0 1. Personal Information Management

1. word usage, spelling, sentence structure, clarity, email
2. Demonstrate knowledge of email

etiquette.

1. Send email messages.
2. Access email attachments.
3. Attach documents to messages.
4. Demonstrate knowledge of contamination protection strategies for email.
5. Save email messages / attachments. 3 2 1 0 2. Research and Internet
6. Locate information using search

engine(s) and Boolean logic.

1. Navigate web sites using software functions.
2. Select appropriate search procedures and approaches.
3. Select search engine(s) to use.
4. Access business and technical information using the Internet.
5. Access commercial, government, and education resources.
6. Evaluate Internet resources (e.g., accuracy of information).
7. Explore browser features.
8. Test Internet connection.
9. Unpack files using compression software.
10. Bookmark web addresses (URLs).
11. Navigate web sites using software functions (e.g., Forward, Back, Go To, Bookmarks).

a. Create calendars/schedules.

1. Document results.
2. Create tasks (to-do) list.
3. Identify PIM applications (MS Outlook, Lotus Notes, and others).
4. Manage daily/weekly/monthly schedule using applications such as Notes, MS Outlook, etc.
5. Create and send notes, informal memos, reminder using PIM applications.
6. Create reminder for oneself.
7. Access email messages received.
8. Access email system using login and password functions.
9. Create e-mail messages in accordance with established business standards (e.g., grammar, Access library catalogs on the Internet.
10. Compile a collection of business sites (e.g., finance and investment).
11. Add plug-ins and helpers to the web browser.
12. Archive files.
13. Explore the multimedia capabilities of the World Wide Web.
14. Utilize online tools.
15. Communicate via email using the Internet.
16. Explore collaboration tools.
17. Explore electronic commerce.
18. Explore newsgroups.
19. Compile a collection of business sites (e.g., finance and investment).

3 2 1 0 3. Word Processing and Presentations

1. Enhance publications using paint/draw functions.
2. Format new desktop publishing files.
3. Output desktop publishing files.
4. Place graphics in document.
5. Prepare publications using desktop publishing software.
6. Use advanced formatting features (e.g., headers/footers/dropped caps, and indexing).
7. Create computer presentation and handouts in accordance with basic principles of graphics design and visual communication.
8. Edit presentations.
9. Insert graphic elements (e.g., graph, clip art, table) in a slide.
10. Identify hardware items that support presentation software (e.g., scanners, digital cameras, printers, and projection systems).
11. Print a single slide, an entire presentation, an outline, and notes.
12. Run slide shows manually and automatically.

|  |  |  |
| --- | --- | --- |
| a. | Create documents (e.g., letters,memos, reports) using existing |  |
|  | forms and templates. | 3 2 1 0 |
| b. | Employ word processing utility |  |
|  | tools (e.g., spell checker,grammar checker, thesaurus). |  |
| c. | Format text using basic formatting |  |
|  | functions. |  |
| d.e. | Retrieve existing documents.Safeguard documents using name & |  |
|  | save functions. |  |
| f. | Create new word processing forms, |  |
| g. | style sheets, and templates.Enhance publications using |  |
|  | different fonts, styles, attributes, |  |
|  | justification, etc. | 3 2 1 0 |

1. Spreadsheets
2. Create spreadsheets.
3. Edit spreadsheets.
4. Print spreadsheets.
5. Retrieve existing spreadsheets.
6. Save spreadsheets.
7. Create charts and graphs from spreadsheets.
8. Group worksheets.
9. Input/process data using spreadsheet functions.

i. Perform calculations using simple formulas.

1. Data
	1. Enter data using a form.
	2. Locate/replace data using search and replace functions.
	3. Process data using database functions (e.g., structure, format, attributes, relationships, keys).
	4. Perform single- and multiple-table queries (e.g., create, run, save).
	5. Print forms, reports, and results or queries.
	6. Search a database table to locate records.
	7. Sort data using single and multiple field sorts.
	8. Verify accuracy of output.
	9. Maintain shared database of contact information.
	10. Manage daily/weekly/monthly schedule using applications.
	11. Participate in virtual group discussions and meetings.
	12. Apply basic commands of operating system software.
	13. Employ desktop operating skills.
	14. Apply appropriate file and disk management techniques.
	15. Recognize the need for regular backup procedures.
	16. Demonstrate knowledge of central processing unit (CPU) control and architecture.
	17. Identify CPU modes of operations.
	18. Define the role of memory management in an operating system.
	19. Demonstrate knowledge of network operating systems.
	20. Demonstrate knowledge of operating system architecture types.
	21. Demonstrate knowledge of the

commands used to handle tasks in operating systems.

* + 1. Differentiate between microcomputer, minicomputer, and mainframe operating systems.
		2. Demonstrate knowledge of the basics of process management.
		3. Demonstrate knowledge of the system utilities used for file management.

3 2 1 0 6. Ethics and Security

1. Demonstrate knowledge of potential internal and external threats to security.
2. Assess exposure to security issues.
3. Demonstrate knowledge of virus protection strategy.
4. Ensure compliance with security rules, regulations, and codes.
5. Explore ways to implement countermeasures.
6. Implement security procedures in accordance with business ethics.
7. Maximize threat reduction.
8. Document security procedures.
9. Understand how to follow a disaster plan.
10. Identify sources of virus infections.
11. Understand how to utilize backup and recovery procedures.
12. Understand how to load virus detection and protection software.
13. Maintain confidentiality.
14. Understand how to provide for user authentication (e.g., assign passwords, access level).

o. Understand how to remove viruses.

1. Report viruses in compliance with company standards.
2. Identify the features and benefits of quality planning.
3. Identify the role of quality within the organization.

3 2 1 0 7. History / Quality Assurance

1. Demonstrate knowledge of changes brought about by quality industry leaders in the world.
2. Demonstrate knowledge of successful efforts by industry to improve quality and/or reduce costs.
3. Demonstrate knowledge of the historical evolution of quality assurance/total quality management (e.g., Deming, ISO 9000).
4. Demonstrate knowledge of the standards/requirements for the Baldridge award.
5. Demonstrate knowledge of quality management terminology.

# 10002 Computing Systems

3 2 1 0 1. Apply knowledge of operating

systems principles to ensure optimal functioning of system.

1. Interact with/respond to system messages using console device.
2. Apply basic commands of operating system software.
3. Apply appropriate file and disk management techniques.
4. Employ desktop operating skills.
5. Follow power-up and log-on procedures.
6. Run applications . jobs in accordance with processing procedures.

g. Follow log-off and power-down procedure(s).

Handle materials and equipment in a responsible manner.

3 2 1 0 2. Clearly document procedures for future use.

1. Document step-by-step installation and configuration procedures.

3 2 1 0 3. Communicate and recognize goal achievement.

1. Communicate goal achievement.

b. Provide recognition for goal achievement.

3 2 1 0 4. Configure systems to provide optimal system interfaces.

1. Apply concepts of privileged instructions and protected mode programming.
2. Configure peripheral device drivers (e.g., disk, display, printer, modem, keyboard, mouse, network).
3. Allocate disk space, non-sharable resources, and I/O devices.
4. Interface peripheral devices/controllers in the computer system (e.g., software and hardware interrupts, exceptions, Direct Memory Addressing [DMA], bus structures).
5. Identify standards and issues related to I/O programming and design of I/O interfaces.
6. Define hardware-software interface issues for a computer system.
7. Apply advanced I/O concepts (e.g., disk caching, data compression, extended memory, magnetic disk/CD-ROM storage and formats).

3 2 1 0 5. Configure/modify system as

needed.

1. Build system software command structures using operating system macro facilities for computer systems.
2. Identify scheduling priority in programming.
3. Identify data requirements.
4. Review automated scheduling software.
5. Secure needed supplies and resources.

3 2 1 0 6. Determine audience and

information needs

1. Define research questions.
2. Identify target audience.

3 2 1 0 7. Document procedures and actions.

1. Develop audit trails.

3 2 1 0 8. Ensure that hardware and software system components are compatible prior to performing installation.

1. processor, memory, disk space, communications, printers, monitors).
2. Determine compatibility of hardware and Identify hardware requirements (e.g., software.

3 2 1 0 9. Ensure that software to be

installed is licensed prior to performing installation.

1. Verify conformance to licensing agreement.

3 2 1 0 10. Evaluate information systems

problem-solving techniques and approaches.

1. Evaluate systems engineering considerations.
2. Identify potential problems in system implementation.
3. Summarize application planning, development, and risk management for information system.
4. Demonstrate knowledge of critical thinking skills and techniques.
5. Demonstrate knowledge of decision-making skills and techniques.
6. Develop a plan using data- oriented techniques.
7. Determine whether prototyping system is feasible.
8. Determine software design process, from specification to implementation.
9. Appraise software process and product life-cycle models.
10. Assess software design methods and tools.

3 2 1 0 11. Evaluate information.

1. Determine the accuracy and completeness of the information gathered.

3 2 1 0 12. Explain data communications

procedures, equipment and media.

1. Demonstrate knowledge of the uses of data communications media.
2. Demonstrate knowledge of the uses of data communications equipment.
3. . Demonstrate knowledge of key communications procedures.

3 2 1 0 13. Explain measurement

techniques for increased productivity due to information systems implementation.

1. Measure increases in productivity realized by the implementation of information systems.

3 2 1 0 14. Explain new and emerging classes of software.

1. Identify new and emerging classes of software.

3 2 1 0 15. Explain the benefits of hosting a web site on a local server vs. at an ISP (Internet Service Provider).

1. Compare the advantages and disadvantages of running your own server vs. using a server provider.

3 2 1 0 16. Explain the differences between local and wide area networks.

1. Distinguish between local area networks and wide area networks.

3 2 1 0 17. Explain the features and functions of web browsing software.

1. Identify how different browsers affect the look of a web page.
2. Demonstrate knowledge of the characteristics and uses of plug- ins.
3. Demonstrate knowledge of the role of browsers in reading files on the World Wide Web (text-only, hypertext).

3 2 1 0 18. Explain the features and

functions of web page design software.

1. Compare/contrast the features and functions of software editors available for designing web pages.

3 2 1 0 19. Explain the key functions and applications of software.

1. Demonstrate knowledge of the function and operation of compilers and interpreters.
2. Demonstrate knowledge of widely used software applications (e.g., word processing, database management, spreadsheet development).
3. Demonstrate knowledge of the

key functions of systems software. 3 2 1 0 20. Explain the role of number systems

in information systems.

* 1. Identify the role the binary system in information systems.
	2. Demonstrate knowledge of number systems and internal data representation.

3 2 1 0 21. Gather information.

1. Identify potential sources of information.
2. Gather information from selected print and electronic sources.
3. Conduct interviews with selected human information sources.
4. Evaluate potential sources of information based on established criteria (e.g., affordability, relevance).
5. Target audience/user group as a key information source.
6. Determine priorities for the information that should be gathered.
7. Identify subject-matter experts.

3 2 1 0 22. Identify computer classifications and hardware.

1. Identify types of computer storage devices.
2. Identify the hardware associated with telecommunications functions.
3. Identify major hardware components and their functions.
4. Identify the three main classifications of computers (i.e. micro-, mid-range, & mainframe).

3 2 1 0 23. Identify new IT technologies and

assess their potential importance and impact on the future.

1. Identify new technologies relevant to

information technology.

1. Assess the importance of new technologies to future developments

& to future knowledge worker productivity.

1. Identify new & emerging drivers and inhibitors of information technology change.

3 2 1 0 24. Monitor and adjust goals.

1. Obtain support for goals.
2. Provide support for goals.
3. Monitor goal achievement.
4. Adjust goals.

3 2 1 0 25. Operate computer-driven equipment and machines.

1. Run applications/jobs in accordance with processing procedures.
2. Secure needed supplies and resources.
3. Interact with/respond to system messages using console device.
4. Follow log-off and power-down procedure(s).
5. Follow power-up and log-on procedures.

3 2 1 0 26. Perform customization as requested.

1. Customize software to meet user preferences.

3 2 1 0 27. Perform installation accurately and completely, using available resources as needed.

1. Select appropriate installation options (e.g., default, customized).
2. Configure software to appropriate operating system settings.
3. Configure macros, tools, and packages to accomplish simple organizational and personal tasks.
4. Differentiate between procedures for an upgrade and for a new

installation.

1. Differentiate between stand-alone and network installation procedures.
2. Disable/uninstall software that may interfere with installation of new software.
3. Install given application/system software on various platforms in accordance with manufacturer’s procedures.
4. Convert data files if required.
5. Verify software installation and operation.

3 2 1 0 28. Resolve problems with installation if they occur.

1. Access needed help using manufacturers' technical help lines or Internet sites.
2. Formulate new installation procedure if needed.
3. Troubleshoot unexpected results.
4. Set short- and long-term goals for assigned areas of responsibility/accountability.

3 2 1 0 29. Test and maintain products /

services.

1. Test products for reliability.
2. Initiate predictive maintenance procedures.

3 2 1 0 30. Troubleshoot computer-driven

equipment and machines and access support as needed

1. Test system using diagnostic tools/software.
2. Repair/replace malfunctioning hardware.
3. Reinstall software as needed.
4. Recover data and/or files.
5. Restore system to normal operating standards.

3 2 1 0 31. Understand and employ design and color principles.

1. Assess the impact of various color harmonies on a two-dimensional picture plan.
2. Demonstrate knowledge of the two- dimensional picture plan.
3. Demonstrate knowledge of the nature of color and color harmonies.
4. Assess how color affects the principles of line, value, shape and form.
5. Demonstrate knowledge of the principles and elements of design and their relationship to each other.

3 2 1 0 32. Understand data communications trends and issues.

1. Identify major current issues in data communications.
2. Identify data communication trends.
3. Demonstrate knowledge of data transmission codes and protocols.

3 2 1 0 33. Understand elements and

types of information processing.

1. Identify the elements of the information processing cycle (i.e., input, process, output, and storage).
2. Identify types of processing (e.g., batch, interactive, event- driven, object-oriented).

3 2 1 0 34. Understand functions

and interactions of departments within a business.

1. Identify the ways in which organizational functions are interdependent.
2. Define the role of strategic planning in business.
3. Identify types of communication channels (e.g., formal, informal).
4. Demonstrate knowledge of the components of a business plan.

3 2 1 0 35. Understand how bandwidth affects data transmission and on-screen

image.

1. Demonstrate knowledge of how bandwidths affect data transmission and on-screen image.

3 2 1 0 36. Understand how data is

organized in software development.

1. Demonstrate knowledge of how data is organized in software development.

3 2 1 0 37. Understand information organization principles.

1. Demonstrate knowledge of group support technology for common knowledge requirements.
2. Demonstrate knowledge of methods for achieving productivity in knowledge work.
3. Demonstrate knowledge of the information analysis process.
4. Demonstrate knowledge of information technology solutions.

3 2 1 0 38. Understand product/service design.

1. Consider customer satisfaction in determining product characteristics (e.g., usefulness, price, operation, life, reliability, safety, cost of operation).
2. Design product (e.g., using brainstorming, thumbnail sketches, rendering).

3 2 1 0 39. Understand the differences

between a client and a server.

1. Differentiate between a client and a server.

3 2 1 0 40. Understand the fundamentals of operating systems.

1. Identify major operating system fundamentals and components.

3 2 1 0 41. Understand the range of languages used in software development.

1. Demonstrate knowledge of the range of languages used in

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| software development.3 2 1 0 42. Understand types and functions of |  | 3 2 1 0 | 18. | Demonstrate knowledge of how to |
| businesses. |  |  |  | use a scripting language to program |
| a. Define stakeholder relationships (e.g.,customers, employees, shareholders, | **TECHNICAL LEVEL COURSES** |  |  | a site. |
| and suppliers). 3 2 1 0 | 19. Describe the function of a non- |
| b. Identify business reporting andinformation flow. | **10201 Web Page Design** |  |  | disclosure agreement (NDA). |
| c. Identify types of business |  |  | 3 2 1 0 | 20. | Differentiate between copyright and |
| organizations and functions. 3 2 1 0 | 1. | Develop flowchart, navigational |  |  | trademarks. |
| 3 2 1 0 43. Use available reference tools as |  | blueprints and schema. | 3 2 1 0 | 21. | Explain the concept of intellectual |
| appropriate. 3 2 1 0 | 2. | Create sample design showing |  |  | property. |
| a. Access needed information using |  | placement of buttons/navigational | 3 2 1 0 | 22. | Define scope of work to achieve |
| appropriate reference materials. |  | graphics and suggested color |  |  | individual and group goals. |
| b. Access needed information using |  | scheme. | 3 2 1 0 | 23. | Use available reference tools as |
| company and manufacturers' 3 2 1 0 | 3. | Develop storyboards. |  |  | appropriate. |
| references (e.g., procedural 3 2 1 0 | 4. | Demonstrate knowledge of available | 3 2 1 0 | 24. | Explain the features and functions of |
| manuals, documentation, |  | graphics, video, motion graphics, |  |  | Web browsing software. |
| standards, work flowcharts). |  | web software programs. | 3 2 1 0 | 25. | Explain the features and functions of |
| 3 2 1 0 44. Use installation and operation 3 2 1 0 | 5. | Identify how different user agents |  |  | Web page design software. |
| manuals. |  | (browsers, devices) affect the digital | 3 2 1 0 | 26. | Compare and contrast clients and |
| a. Access needed information using |  | communication product. |  |  | servers. |
| appropriate reference materials. 3 2 1 0 | 6. | Create and produce content. | 3 2 1 0 | 27. | Describe how bandwidth affects |
| 3 2 1 0 45. Use reliability factors effectively to 3 2 1 0 | 7. | Create and refine design concepts. |  |  | data transmission and on-screen |
| plan for and create products/services. 3 2 1 0 | 8. | Identify, utilize and create reusable |  |  | image. |
| a. Consider reliability factors (e.g., |  | components. |  |  |  |
| cost, human, productivity). 3 2 1 0 | 9. | Apply color theory to select **10202 Computer Graphics** |
| b. Achieve reliability through |  | appropriate colors. |
| maintainability, good design, design 3 2 1 0 | 10. | Apply knowledge of typography. 3 2 1 0 1. Demonstrate knowledge of the basic |
| simplification, and design 3 2 1 0 | 11. | Apply principles and elements of principles of motion graphics. |
| redundancy. |  | design. 3 2 1 0 2. Demonstrate proficiency in the use of |
| c. Recognize the relationship of 3 2 1 0 | 12. Evaluate visual appeal. digital imaging. |
| maintainability and reliability. 3 2 1 0 | 13. | Demonstrate knowledge of basic 3 2 1 0 3. Manipulate images, video, and motion |
| d. Align cost components with quality |  | web application security. graphics. |
| objectives. 3 2 1 0 | 14. | Demonstrate knowledge of HTML, 3 2 1 0 4. Create and refine design concepts. |
| e. Classify quality costs (e.g., |  | XHTML, and CSS. 3 2 1 0 5. Alter digitized images using an image |
| preventive, evaluation, pre- 3 2 1 0 | 15. Explain importance of web manipulation program. |
| delivery failures, post-delivery standards. 3 2 1 0 6. Alter digitized video using a video |
| failures). 3 2 1 0 | 16. Demonstrate knowledge of Web manipulation program. |
| 2.0. 3 2 1 0 7. Apply color theory to select appropriate |
| 3 2 1 0 | 17. Explain the importance of ethical colors. |
| behaviors and legal issues. 3 2 1 0 8. Apply knowledge of typography. |

3 2 1 0 9. Apply principles and elements of design.

3 2 1 0 10. Create and/or implement the look and feel of a product.

3 2 1 0 11. Create graphical images and/or or video elements.

3 2 1 0 12. Enhance digital communication presentation using a photographic process.

3 2 1 0 13. Evaluate visual appeal.

3 2 1 0 14. Produce or acquire graphics content.

3 2 1 0 15. Differentiate between copyright and trademarks.

3 2 1 0 16. Define scope of work to achieve individual and group goals.

3 2 1 0 17. Use available reference tools as appropriate.

3 2 1 0 18. Explain the key functions and applications of software.

3 2 1 0 19. Explain the need for regular backup procedures.

# 10203 Interactive Media

3 2 1 0 1. Demonstrate knowledge of available graphics, video, motion graphics, web software programs.

3 2 1 0 2. Demonstrate knowledge of available project management and collaborative tools.

3 2 1 0 3. Demonstrate knowledge of integrated development environments, such as Dreamweaver, Flash, Waterproof, After Effects, etc.

3 2 1 0 4. Demonstrate proficiency in the use of digital imaging, digital video techniques, and equipment.

3 2 1 0 5. Manipulate images, video and motion graphics.

3 2 1 0 6. Create and produce content. (ITPC01.08.01)

3 2 1 0 7. Create and refine design concepts. (ITPC01.08.01)

3 2 1 0 8. Identify, utilize and create reusable components. (ITPC01.08.01)

3 2 1 0 9. Alter digitized images using an image manipulation program. (ITPC01.08.02)

3 2 1 0 10. Apply color theory to select appropriate colors. (ITPC01.08.02)

3 2 1 0 11. Apply knowledge of typography. (ITPC01.08.02)

3 2 1 0 12. Apply principles and elements of design. (ITPC01.08.02)

3 2 1 0 13. Create and/or implement the look and feel of the product. (ITPC01.08.02)

3 2 1 0 14. Create graphical images and videos. (ITPC01.08.02)

3 2 1 0 15. Enhance digital communication presentation using a photographic process. (ITPC01.08.02)

3 2 1 0 16. Evaluate visual appeal. (ITPC01.08.02)

3 2 1 0 17. Demonstrate knowledge of animation techniques.

3 2 1 0 18. Demonstrate knowledge of key frames and frames.

3 2 1 0 19. Demonstrate knowledge that motion graphic meets the validation process and is compatible across multiple browsers or devices.

3 2 1 0 20. Determine purpose of the digital communication product.

3 2 1 0 21. Define the role of individual team members.

3 2 1 0 22. Develop a conceptual model for a team digital communication project.

3 2 1 0 23. Integrate photographically derived images with hand- drawn graphic images.

3 2 1 0 24. Integrate the use of photographic special effects into interactive media presentations.

3 2 1 0 25. Integrate media elements.

3 2 1 0 26. Explain concepts involved in social networking.

3 2 1 0 27. Describe applications and services used to create rich internet applications.

3 2 1 0 28. Identify Web 2.0 solutions.

3 2 1 0 29. Describe the function of a non- disclosure agreement (NDA).

3 2 1 0 30 Differentiate between copyright and trademarks.

3 2 1 0 31. Explain the concept of intellectual property.

3 2 1 0 32. Define scope of work to achieve individual and group goals.

3 2 1 0 33. Use available reference tools as appropriate.

3 2 1 0 34. Explain the key functions and applications of software.

3 2 1 0 35. Explain the need for regular backup procedures.

# 05162/11154 Graphic Design

3 2 1 0 1 1. Determine client’s needs and expected outcomes.

3 2 1 0 2. Determine purpose of the digital communication project.

3 2 1 0 3. Determine the digital communication elements to be used.

3 2 1 0 4. Determine the target audience.

3 2 1 0 5. Create and produce content.

3 2 1 0 6. Create and refine design concepts.

3 2 1 0 7. Alter digitized images using an image manipulation program.

3 2 1 0 8. Apply color theory to select appropriate colors.

3 2 1 0 9. Apply knowledge of typography.

3 2 1 0 10. Apply principles and elements of design.

3 2 1 0 11. Create and/or implement the look and feel of the product.

3 2 1 0 12. Create graphical images.

3 2 1 0 13. Evaluate visual appeal.

3 2 1 0 14. Differentiate between copyright and trademarks.

3 2 1 0 15. Define scope of work to achieve individual and group goals.

3 2 1 0 16. Use available reference tools as appropriate.

# 10152 Computer Programming

3 2 1 0 1. Summarize the process of IT product/service design.

3 2 1 0 2. Plan for products/services using reliability factors.

3 2 1 0 3. Create products/services using reliability factors.

3 2 1 0 4. Test new products/services for reliability.

3 2 1 0 5. Maintain the reliability of new products/services.

I3 2 1 0 6. Identify input and output requirements,

3 2 1 0 7. Identify system processing requirements.

3 2 1 0 8. Define scope of work to meet customer needs.

3 2 1 0 9. Demonstrate knowledge of the key functions and subsystems of the software product.

3 2 1 0 10. Demonstrate knowledge of cross- functional team structures and team members’ roles.

3 2 1 0 11. Assess the importance of new technology to future developments.

3 2 1 0 12. Identify data communication trends and major current issues.

3 2 1 0 13. Identify new technologies relevant to information technology.

3 2 1 0 14. Identify system processing requirements.

3 2 1 0 15. Determine compatibility of hardware and software.

3 2 1 0 16. Identify new and emerging classes of software.

3 2 1 0 17. Identify the elements of the information processing cycle (i.e. input, process, output, storage)

3 2 1 0 18. Demonstrate knowledge of software development environment.

3 2 1 0 19. Develop programs using appropriate language.

3 2 1 0 20. Demonstrate knowledge of the information system life cycle.

3 2 1 0 21. Demonstrate knowledge of the concepts of data and procedural representations.

3 2 1 0 22. Demonstrate knowledge of key constructs and commands specific to a language.

3 2 1 0 23. Demonstrate knowledge of how programming control structures are used to verify correctness.

# 12162 Internet Marketing

3 2 1 0 1. Demonstrate knowledge of cultural implications on design and deployment of digital communication products.

3 2 1 0 2. Demonstrate knowledge of Web Accessibility Initiative priorities.

3 2 1 0 3. Engage in user testing throughout the design and development process.

3 2 1 0 4. Identify optimal strategies for successful interactions with clients and team members.

3 2 1 0 5. Determine client needs and expected outcomes.

3 2 1 0 6. Determine client’s privacy policy and expectations.

3 2 1 0 7. Determine the digital communication elements to be used.

3 2 1 0 8. Determine the purpose of the digital communication project.

3 2 1 0 9. Determine the target audience.

3 2 1 0 10. Evaluate requirements data that has been collected from customers and competing web sites.

3 2 1 0 11. Identify and evaluate risks.

3 2 1 0 12. Identify and obtain tools and resources to create a project plan.

3 2 1 0 13. Identify interdependencies.

3 2 1 0 14. Collect and analyze usage statistics.

3 2 1 0 15. Explain the importance of ethical behaviors and legal issues.

3 2 1 0 16. Assess product effectiveness.

3 2 1 0 17. Perform usability tests.

3 2 1 0 18. Define scope of work to achieve individual and group goals.

3 2 1 0 19. Use available reference tools as appropriate.

# 10210 Animation

**Coursework should represent objectives reflective of the locally adopted process. Those listed below are example/foundational.**

### Vector Illustration

3 2 1 0 1. Creating vector paths

Creating paths with the pencil tool Creating paths with the pen tool

3 2 1 0 2. Editing vector paths Adjusting anchor points

Adding and removing anchor points 3 2 1 0 3. Using mask layers

### Advanced Animation Techniques

3 2 1 0 4. Inverse kinematics

Animating shapes using the Bone tool 3 2 1 0 5. Shape tweens and animated masks

Creating a shape-tween animation Adding shape hints & a mask

3 2 1 0 6. Filter animation

Animating a filter and other effects 3 2 1 0 7. Motion editing

Using the Motion Editor

Reusing an animation as a motion preset

### Actionscript Animation

3 2 1 0 8. Programming Principles Discussing behaviors & scripting Exploring a scripted application Preparing symbol instances Reading instance property values Storing values by using variables

3 2 1 0 9. Event listeners and event handlers

Implementing continuous motion Controlling speed with a variable Stopping motion when a condition is met

Making a clip move when clicked 3 2 1 0 10. Creating modular code

3 2 1 0 11. Special Classes

Creating a document class Extending the Movie Clip class Associating a custom class with an object

3 2 1 0 12. Using the Debugger

### Interactive Techniques

3 2 1 0 13. Adding audio

3 2 1 0 14. Adding a hyperlink

3 2 1 0 15. Loading text from an external file

### Video

3 2 1 0 16. Video basics

Discussing video encoding Converting DV content

3 2 1 0 17. Embedding video

Importing video

Changing playback component parameters internal to file Creating code to respond to cue points

### APPLICATION LEVEL COURSES

**10204 Particular Topics in Media Technology**

**Coursework should represent explicit objectives measured against specific target employment skills that are not available in other courses and should be enumerated in addition to those listed below.**

Possible topics (you will have others): Programming Media Behaviors

Managing cross layer imaging & color separation Sound Integration & Sequencing

3 2 1 0 1. Employ effective listening skills when working with client.

3 2 1 0 2. Employ customer service principles when working with consumers.

3 2 1 0 3. Evaluate and follow-up on customer service provided.

Additional competencies should reflect the particular work environment and the essential skills addressed reflective of previous coursework.

# 10248 Media Technology –

**Workplace Experience**

3 2 1 0 1. Employ effective listening skills when working with client.

3 2 1 0 2. Employ customer service principles when working with consumers.

3 2 1 0 3. Evaluate and follow-up on customer service provided.

Additional competencies should reflect the particular work environment and the essential skills addressed reflective of previous coursework.

# 10249 Media Technology - Other

**Coursework should represent explicit objectives measured against specific target employment skills that are not available in other courses and should be enumerated in addition to those listed below.**

3 2 1 0 1. Employ effective listening skills when working with client.

3 2 1 0 2. Employ customer service principles when working with consumers.

3 2 1 0 3. Evaluate and follow-up on customer service provided.

Additional competencies should reflect the particular work environment and the essential skills addressed reflective of previous coursework.

# 10007 IB Information Technology in Global Society

**Coursework should represent objectives specific to International Baccalaureate Specifications and Portfolio Guide. Those listed below are example only.** 3 2 1 0 1. Is able to explain the following topics:

a. basic electronics components (such as transistors BJT, FET, IGFET, MOSFET, SCR and diodes)

b.circuit functions (such as switching amplifiers, voltage regulation, limiters and

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| rectification)c. circuit breakers and fuses |  |  | 1. fire protection systems
2. voltage regulators
 | 3 2 1 0 | 3. | j. environmental impactExplains detailed construction and |
| d.construction of conductors andinsulators (such as examples of various cables, shielding and failuree.mechanisms) | 3 2 1 0 | 2. | 1. linear and switching power supplies
2. inverters (such as battery backup systems)

Diagnoses problems and performs |  |  | use of the following:a. battery systems1. cathodic protection systems
2. electrical distribution, including alternating and direct current
 |
| f. electron theory |  |  | maintenance on the following |  |  | systems |
| g. inductance, capacitance, |  |  | equipment |  |  | d.emergency power systems |
| impedance, resonance and |  |  | a.electrical supply components |  |  | e.generator excitation and control |
| reactance |  |  | i. switchgear, load centers and |  |  | systems |
| h.instrumentation schematics, |  |  | motor control centers |  |  | f. protective relaying systems |
| control circuitry, ground |  |  | ii. transformers |  |  | g. station heat tracing systems |

detection and protective relaying (including the use of associated drawings for diagnosing circuit trouble)

1. magnetism (such as Faraday's Law of Induction, Lenz's Law, amp‐turns, volt‐turns, B&H fields)

j. relays

k. series, parallel and combination circuits applied to AC and DC circuits

1. Thevenin's and Norton's theorems
2. Theory of operation of plant electrical components
	1. motors (such as types and classifications)
	2. generators (such as types and classifications)
	3. transformers n.types, functions and operation o.fault symptoms and hazards q.safety and environmental

precautions associated with cooling mediums (such as oil, air, hydrogen)

1. inverters and uninterruptible power supplies
2. circuit breakers
3. batteries and chargers
	1. lectrical control components
		1. relays

ii. meters

iii. control circuits

iii. cables

1. resistive electrical equipment
	1. heaters
	2. heat tracing
	3. rotating equipment
		1. motors
		2. generators
		3. motor‐generators
	4. tructural and auxiliary equipment
		1. hoists and cranes
		2. fire barriers
		3. electric boilers
		4. elevators

f. valve actuators

g. manual operation

h.testing

i. position indication

h.transformer systems and auxiliaries

3 2 1 0 4. Is able to perform the following specialized tasks

a. breaker operation, setting, adjustment and repair

b.motor‐operated valve diagnostic testing

c. motor overhauls

d.high potential ("hi‐pot") tests

e.stress relief of major components

f. high voltage connection preparation

g. relay setting, adjustment, calibration and repair

h.special soldering

1. tempering and annealing
2. battery load testing

k. switchgear testing

INSTRUMENT & CONTROL TECHNICIANS (for

additional details on required competencies, go to [www.isu.edu/estec](http://www.isu.edu/estec) or [www.centralia.edu/coe)](http://www.centralia.edu/coe%29) Maintain and Repair Equipment

3 2 1 0 5. Is able to describe the following:

a.advanced electronics theory, including operational amplifiers, integrated circuits and solid state circuitry

b.digital electronics, including the different type of logics used and methods for programming and

c. controlling circuit timing

d.electrical circuit and instrument loop schematics

e.pneumatic and hydraulic valve operator fundamentals

f. principles of operation of on‐line chemistry instrumentation such as conductivity analyzers, turbidity

g. detectors and dissolved oxygen instruments

h.process measurement systems for pressure, temperature, flow, level and vibration

i. process control, loop tuning and

control fundamentals

3 2 1 0 6. Diagnoses problems and performs maintenance on the following components

a.electronic equipment

b.computers/microprocessors

c. analyzers

d.signal converters

e.electrical components such as power supplies, transformers, breakers & relays

f. fire barriers

g. hoists and cranes

1. instrumentation components, including problems associated with placing components into or

out of

1. service (such as valving transmitters being placed into service)
2. sensors and detectors
	1. transmitters and indicators
	2. recorders and annunciators
	3. controllers and positioners

k. structural and auxiliary equipment

1. valve actuators
	1. manual operations
	2. alignment for remote control and/or automatic operation
	3. testing
	4. position indication
	5. impact of environmental conditions

3 2 1 0 7. Troubleshoots and repairs the

following systems and equipment

a.analytical equipment

b.circuit boards

c. computers

d.turbine control system

e.variable‐speed pump controls

# 10040 Emerging Technologies

Coursework should represent objectives reflective of the locally adopted process. Those listed below are example/foundational only.

3 2 1 0 1. Demonstrate the research skills necessary to identify and evaluate emerging technologies

3 2 1 0 2. Seek and identify sources of

information on new technology.

3 2 1 0 3. Identify solutions and problems that go beyond the expected and obvious.

3 2 1 0 4. Identify sciences and technology areas most impacted and with most

recommendations, aims and approaches for the Technological innovation

|  |  |
| --- | --- |
|  | potential to utilize the new technologies. |
| 3 2 1 0 | 5. | Be able to explain why it is |
|  |  | important for STEM professionals |
|  |  | to keep abreast of evolving |
| 3 2 1 0 | 6. | technologies.Be able to discuss the advantages, |
|  |  | disadvantages, and prospects of |
|  |  | current emerging technologies. |
| 3 2 1 0 | 7. | Discuss in depth a chosen emergingtechnology, based on independent |
|  |  | research. |
| 3 2 1 0 | 8. | Explain the change process. |
| 3 2 1 0 | 9. | Develop a plan for anticipatingchange. |
| 3 2 1 0 | 10. | Address each of the following areas |
|  |  | to varying degrees based on |
|  |  | available information: |
|  |  | a. anticipated employment,1. drivers and constraints,
2. size and location of market, d.connection(s) to existing technologies,
 |
|  |  | 1. ability and ease of replication,
2. physical and capital costs,
3. industry and education partnerships to be leveraged,
 |
|  |  | h.national best practices,i. illustrate qualifications, and |

1. Innovation system modeling
2. Technology monitoring, forecasting and assessment
3. Trend analysis methods & scenarios
4. Impact assessment
5. Risk analysis
6. Action (policy) analysis p.Technology road mapping q.Communication and

implementation of innovation forecasts

# 10165 Game Design & Authoring the Web

3 2 1 0 1. Summarize the process of IT

product/service design.

3 2 1 0 2. Plan for products/services using reliability factors.

3 2 1 0 3. Create products/services using reliability factors.

3 2 1 0 4. Test new products/services for reliability.

3 2 1 0 5. Maintain the reliability of new

products/services.

3 2 1 0 6. Identify input and output requirements

3 2 1 0 7. Identify system processing requirements

3 2 1 0 8. Define scope of work to meet customer needs

3 2 1 0 9. Demonstrate knowledge of the

key functions and subsystems of the software product

3 2 1 0 10. Demonstrate knowledge of cross- functional team structures and team members’ roles.

3 2 1 0 11. Assess the importance of new technology to future developments.

3 2 1 0 12. Identify data communication trends and major current issues.

3 2 1 0 13. Identify new technologies relevant to information technology.

3 2 1 0 14. Identify system processing requirements.

3 2 1 0 15. Determine compatibility of hardware and software.

3 2 1 0 16. Identify new and emerging classes of software.

3 2 1 0 17. Identify the elements of the information processing cycle(i.e., input, process, output, storage)

3 2 1 0 18. Demonstrate knowledge of software development environment.

3 2 1 0 19. Develop programs using appropriate language.

3 2 1 0 20. Demonstrate knowledge of the information system life cycle.

3 2 1 0 21. Demonstrate knowledge of the concepts of data and procedural representations.

3 2 1 0 22. Demonstrate knowledge of key constructs and commands specific to a language

3 2 1 0 23. Demonstrate knowledge of how programming control structures are used to verify correctness.

3 2 1 0 24. Demonstrate Understanding of Gaming Framework Basics

1. Creating 3D objects
2. Handling input to move our camera 3 2 1 0 25. Utilize Content Pipeline
3. Loading & Texturizing 3D Objects
4. Sound and Music
5. Extending the content pipeline

3 2 1 0 26. Demonstrate usage of 2D Objects and Effects

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| a.b.c. | 2D Basics 2D EffectsCreating a 2D game | 3 2 1 0 | 1. | Recognize different resource types (Work, Material, Cost, Budget, Personnel/Skills, Generic, etc) |
| 3 2 1 0 27.Program Handheld Devices (or 3 2 1 0 2. Understand the concept of scope |
|  | simulated environment) |  |  | and demonstrate in context of |
|  | a. Programming for the Handheld |  |  | assessing the size of a project. |
|  | b. Running the game on the handheld | 3 2 1 0 | 3. | Develop plans for project |
| 3 2 1 0 | 28. Utilize High Level Shader Language |  |  | management and resource |
|  | a. HLSL Basics |  |  | scheduling. |
|  | b. Advanced HLSL | 3 2 1 0 | 4. | Identify key personnel and |
| 3 2 1 0 | 29. Utilize Physics and Artificial |  |  | responsibilities for project. |
|  | Intelligence |  |  |  |

1. Physics Basics
2. Finite State Machines and Game State Management
3. AI Algorithms

3 2 1 0 30. Utilize 3D Effects

1. Advanced Texturing Techniques
2. Special Effects
3. Particle System

3 2 1 0 31. Demonstrate Successful Debugging

1. Creating a 3D Game
2. Improving the Game
3. Finishing Touches

3 2 1 0 32. Demonstrate Understanding of Networking Framework

1. Networking Basics
2. Creating Multiplayer Demos
3. Creating a Networking Game Skeleton
4. D. Creating a Turn-based Multiplayer Game
5. Creating a Real-time Multiplayer Game

# 21205 Project Management and Resource Scheduling

|  |  |  |
| --- | --- | --- |
| 3 2 1 0 | 5. | Develop SWOT analysis [Strengths, Weaknesses, Opportunities, and |
|  |  | Threats] for project. |
| 3 2 1 0 | 6. | Analyze workload of tasks and |
|  |  | projects. |
| 3 2 1 0 | 7. | Determine required personnelgroups and management hierarchy. |
| 3 2 1 0 | 8. | Determine resources necessary for |
|  |  | project completion. |
| 3 2 1 0 | 9. | Determine essential tasks necessaryfor project completion. |
| 3 2 1 0 | 10. | Design potential timelines for |
|  |  | assignments. |
| 3 2 1 0 | 11. | Explore appropriate technologiesfor project management and |
|  |  | resource scheduling. |
| 3 2 1 0 | 12. | Create and present a project |
|  |  | management and resourcescheduling plan. |
| 3 2 1 0 | 13. | Create Gantt charts. |
| 3 2 1 0 | 14. | Evaluate and assign resources to |
| 3 2 1 0 | 15. | tasks.Implement project management |
|  |  | skills to design and complete a |
|  |  | collaborative project. |
| 3 2 1 0 | 16. | Learn various survey strategies totrack project progress. |
| 3 2 1 0 | 17. | Develop strategies for monitoring |
|  |  | interconnected assignments. |
| 3 2 1 0 | 18. | Survey strategies for critical pathscheduling. |
| 3 2 1 0 | 19. | Create strategies to manage project |
|  |  | budgets. |
| 3 2 1 0 | 20. | Build survey analysis for customersatisfaction |