Communication Technology/Technicians & Support Services, Classification of Instructional Program (CIP) 10.9999

Units of Instruction and Task Grid Linked to Pennsylvania Core Standards

100 Communication Technology and Safety Procedures

Secondary Competency Task Grid with Unit and Task Numbers	Common Career Technical Core Standards	Pennsylvania Core Standards for Reading for Technical Subjects Standard 3.5	Pennsylvania Core Standards for Writing for Technical Subjects Standard 3.6	Pennsylvania Core Standards for Mathematics Standard 2.1
101 Explain communication technology and why it is important. 102 Demonstrate safety procedures in the field of communication technology.	**Refer to the end of this document for an explanation of the following standards and sample indicators:** STANDARDS 1 - 5 - 7 - 8 - 9	**KEY IDEAS/DETAILS** *GRADES 9-10* Standard PCS.3.5.9-10.A Standard PCS.3.5.9-10.B Standard PCS.3.5.9-10.C *GRADES 11-12* Standard PCS.3.5.11-12A Standard PCS.3.5.11-12.B. Standard PCS.3.5.11-12.C. **CRAFT & STRUCTURE** *GRADES 9-10* Standard PCS.3.5.9-10.D. Standard PCS.3.5.9-10.E Standard PCS.3.5.9-10.F *GRADES 11-12* Standard PCS.3.5.11-12.D. Standard PCS.3.5.11-12.E. Standard PCS.3.5.11-12.F **INTEGRATE KNOWLEDGE/ IDEAS** *GRADES 9-10* Standard PCS.3.5.9-10.G. Standard PCS.3.5.9-10.H. Standard PCS.3.5.9-10.I. *GRADES 9-12* Standard PCS.3.5.11-12.G.	**TEXT TYPES/ PURPOSE** *GRADES 9-10* Standard PCS 3.6.9-10B *GRADES 11-12* Standard 3.6.9-11-12B **PRODUCTION AND DISTRIBUTION OF WRITING** *GRADES 9-10* Standard PCS.3.6.9-10.C Standard PCS.3.6.9-10 D Standard PCS.3.6.9-10.E *GRADES 11-12* Standard PCS.3.6.11-12 C Standard.PCS.3.6.11-12.D. Standard PCS.3.6.11- 12 E. **RESEARCH** *GRADES 9-10* Standard PCS.3.6.9-10.F Standard PCS.3.6.9-10.G Standard PCS.3.6.9-10.H *GRADES 11-12* Standard PCS.3.6.11-12.F Standard PCS.3.6.11-12.G Standard PCS.3.6.11-12.H	

Secondary Competency Task Grid with Unit and Task Numbers	Common Career Technical Core Standards	Pennsylvania Core Standards for Reading for Technical Subjects Standard 3.5	Pennsylvania Core Standards for Writing for Technical Subjects Standard 3.6	Pennsylvania Core Standards for Mathematics Standard 2.1
		Standard PCS.3.5.11-12.H. Standard PCS.3.5.11-12.I. **RANGEOF READING/LEVEL OF COMPLEX TEXTS** ***GRADES 9-10*** Standard PCS.3.5.9-10.J ***GRADES 11-12*** Standard PCS.3.5.11-12.J.	**RANGE OF WRITING** ***GRADES 9-10*** Standard PCS.3.5.9-10.I ***GRADES 11-12*** Standard PCS.3.5.11-12.I	

200 Leadership and Accountability Skills in Communication Technology

Secondary Competency Task Grid with Unit and Task Numbers	Common Career Technical Core Standards	Pennsylvania Core Standards for Reading for Technical Subjects Standard 3.5	Pennsylvania Core Standards for Writing for Technical Subjects Standard 3.6	Pennsylvania Core Standards for Mathematics Standard 2.1
201 Demonstrate creative thinking, construct knowledge, and develop innovative products and processes using technology (i.e. presentations, podcasts, blogs, wikis, and forums).	**Refer to the end of this document for an explanation of the following standards and sample indicators:** STANDARDS 2 - 3 - 4 - 5 - 6 - 7 - 8 - 9	**KEY IDEAS/DETAILS** ***GRADES 9-10*** Standard PCS.3.5.9-10.A Standard PCS.3.5.9-10.B Standard PCS.3.5.9-10.C ***GRADES 11-12*** Standard PCS.3.5.11-12A Standard PCS.3.5.11-12.B. Standard PCS.3.5.11-12.C. **CRAFT & STRUCTURE** ***GRADES 9-10*** Standard PCS.3.5.9-10.D. Standard PCS.3.5.9-10.E Standard PCS.3.5.9-10.F ***GRADES 11-12*** Standard PCS.3.5.11-12.D. Standard PCS.3.5.11-12.E. Standard PCS.3.5.11-12.F **INTEGRATE KNOWLEDGE/ IDEAS** ***GRADES 9-10*** Standard PCS.3.5.9-10.G. Standard PCS.3.5.9-10.H. Standard PCS.3.5.9-10.I. ***GRADES 9-12*** Standard PCS.3.5.11-12.G. Standard PCS.3.5.11-12.H. Standard PCS.3.5.11-12.I. **RANGEOF READING/LEVEL OF COMPLEX TEXTS** ***GRADES 9-10*** Standard PCS.3.5.9-10.J ***GRADES 11-12*** Standard PCS.3.5.11-12.J.	**TEXT TYPES/ PURPOSE** ***GRADES 9-10*** Standard PCS.3.6.9-10.A Standard PCS.3.6.9-10.B ***GRADES 11-12*** Standard PCS.3.6.11-12.A. Standard PCS.3.6.11-12.B. **PRODUCTION AND DISTRIBUTION OF WRITING** ***GRADES 9-10*** Standard PCS.3.6.9-10.C Standard PCS.3.6.9-10 D Standard PCS.3.6.9-10.E ***GRADES 11-12*** Standard PCS.3.6.11-12 C Standard.PCS.3.6.11-12.D. Standard PCS.3.6.11- 12 E. **RESEARCH** ***GRADES 9-10*** Standard PCS.3.6.9-10.F Standard PCS.3.6.9-10.G Standard PCS.3.6.9-10.H ***GRADES 11-12*** Standard PCS.3.6.11-12.F Standard PCS.3.6.11-12.G Standard PCS.3.6.11-12.H **RANGE OF WRITING** ***GRADES 9-10*** Standard PCS.3.5.9-10.I ***GRADES 11-12*** Standard PCS.3.5.11-12.I	
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 multimedia communications in the areas of education, business, health care, general information, leisure, and recreation.				
206 Demonstrate an understanding of, and observe copyright laws when producing media.				

300 Ethical, Cultural, and Societal Issues related to Communication Technology

Secondary Competency Task Grid with Unit and Task Numbers	Common Career Technical Core Standards	Pennsylvania Core Standards for Reading for Technical Subjects Standard 3.5	Pennsylvania Core Standards for Writing for Technical Subjects Standard 3.6	Pennsylvania Core Standards for Mathematics Standard 2.1
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. 304 Describe ethics in the communication technology recreational environment. 305 Describe ethics in the communication technology entertainment environment.	**Refer to the end of this document for an explanation of the following standards and sample indicators:** STANDARDS 4 - 5 - 7 - 9	**KEY IDEAS/DETAILS** ***GRADES 9-10*** Standard PCS.3.5.9-10.A Standard PCS.3.5.9-10.B Standard PCS.3.5.9-10.C ***GRADES 11-12*** Standard PCS.3.5.11-12A Standard PCS.3.5.11-12.B. Standard PCS.3.5.11-12.C. **CRAFT & STRUCTURE** ***GRADES 9-10*** Standard PCS.3.5.9-10.D. Standard PCS.3.5.9-10.E Standard PCS.3.5.9-10.F ***GRADES 11-12*** Standard PCS.3.5.11-12.D. Standard PCS.3.5.11-12.E. Standard PCS.3.5.11-12.F **INTEGRATE KNOWLEDGE/ IDEAS** ***GRADES 9-10*** Standard PCS.3.5.9-10.G. Standard PCS.3.5.9-10.H. Standard PCS.3.5.9-10.I. ***GRADES 9-12*** Standard PCS.3.5.11-12.G. Standard PCS.3.5.11-12.H. Standard PCS.3.5.11-12.I. **RANGEOF READING/LEVEL OF COMPLEX TEXTS** ***GRADES 9-10*** Standard PCS.3.5.9-10.J ***GRADES 11-12*** Standard PCS.3.5.11-12.J.	**TEXT TYPES/ PURPOSE** ***GRADES 9-10*** Standard PCS.3.6.9-10.A Standard PCS.3.6.9-10.B ***GRADES 11-12*** Standard PCS.3.6.11-12.A Standard PCS.3.6.11-12.B **PRODUCTION AND DISTRIBUTION OF WRITING** ***GRADES 9-10*** Standard PCS.3.6.9-10.C Standard PCS.3.6.9-10 D Standard PCS.3.6.9-10.E ***GRADES 11-12*** Standard PCS.3.6.11-12 C Standard.PCS.3.6.11-12.D. Standard PCS.3.6.11- 12 E. **RESEARCH** ***GRADES 9-10*** Standard PCS.3.6.9-10.F Standard PCS.3.6.9-10.G Standard PCS.3.6.9-10.H ***GRADES 11-12*** Standard PCS.3.6.11-12.F Standard PCS.3.6.11-12.G Standard PCS.3.6.11-12.H **RANGE OF WRITING** ***GRADES 9-10*** Standard PCS.3.5.9-10.I ***GRADES 11-12*** Standard PCS.3.5.11-12.I	

400 Communication Technology Systems Operation, Information, and Software

Secondary Competency Task Grid with Unit and Task Numbers	Common Career Technical Core Standards	Pennsylvania Core Standards for Reading for Technical Subjects Standard 3.5	Pennsylvania Core Standards for Writing for Technical Subjects Standard 3.6	Pennsylvania Core Standards for Mathematics Standard 2.1
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. 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.	**Refer to the end of this document for an explanation of the following standards and sample indicators:** STANDARDS: 6 - 9 - 10 - 11 - and 12	**KEY IDEAS/DETAILS** *GRADES 9-10* Standard PCS.3.5.9-10.A Standard PCS.3.5.9-10.B Standard PCS.3.5.9-10.C *GRADES 11-12* Standard PCS.3.5.11-12A Standard PCS.3.5.11-12.B. Standard PCS.3.5.11-12.C. **CRAFT & STRUCTURE** *GRADES 9-10* Standard PCS.3.5.9-10.D. Standard PCS.3.5.9-10.E Standard PCS.3.5.9-10.F *GRADES 11-12* Standard PCS.3.5.11-12.D. Standard PCS.3.5.11-12.E. Standard PCS.3.5.11-12.F **INTEGRATE KNOWLEDGE/ IDEAS** *GRADES 9-10* Standard PCS.3.5.9-10.G. Standard PCS.3.5.9-10.H. Standard PCS.3.5.9-10.I. *GRADES 9-12* Standard PCS.3.5.11-12.G. Standard PCS.3.5.11-12.H. Standard PCS.3.5.11-12.I. **RANGEOF READING/LEVEL OF COMPLEX TEXTS** *GRADES 9-10* Standard PCS.3.5.9-10.J *GRADES 11-12* Standard PCS.3.5.11-12.J.	**TEXT TYPES/ PURPOSE** *GRADES 9-10* Standard PCS.3.6.9-10.A Standard PCS.3.6.9-10.B *GRADES 11-12* Standard PCS.3.6.11-12.A Standard PCS.3.6.11-12.B **PRODUCTION AND DISTRIBUTION OF WRITING** *GRADES 9-10* Standard PCS.3.6.9-10.C Standard PCS.3.6.9-10 D Standard PCS.3.6.9-10.E *GRADES 11-12* Standard PCS.3.6.11-12 C Standard.PCS.3.6.11-12.D. Standard PCS.3.6.11- 12 E. **RESEARCH** *GRADES 9-10* Standard PCS.3.6.9-10.F Standard PCS.3.6.9-10.G Standard PCS.3.6.9-10.H *GRADES 11-12* Standard PCS.3.6.11-12.F Standard PCS.3.6.11-12.G Standard PCS.3.6.11-12.H **RANGE OF WRITING** *GRADES 9-10* Standard PCS.3.5.9-10.I *GRADES 11-12* Standard PCS.3.5.11-12.I	

500 Computer System Set Up

Secondary Competency Task Grid with Unit and Task Numbers	Common Career Technical Core Standards	Pennsylvania Core Standards for Reading for Technical Subjects Standard 3.5	Pennsylvania Core Standards for Writing for Technical Subjects Standard 3.6	Pennsylvania Core Standards for Mathematics Standard 2.1
501 Demonstrate precautions and care when working with computers, printers, storage devices, and other peripherals. **502** Demonstrate the knowledge of setting up a computer system, so it is operational for the user.	**Refer to the end of this document for an explanation of the following standards and sample indicators:** STANDARDS: 7 - 11 - 12	**KEY IDEAS/DETAILS** ***GRADES 9-10*** Standard PCS.3.5.9-10.A Standard PCS.3.5.9-10.B Standard PCS.3.5.9-10.C ***GRADES 11-12*** Standard PCS.3.5.11-12A Standard PCS.3.5.11-12.B. Standard PCS.3.5.11-12.C. **CRAFT & STRUCTURE** ***GRADES 9-10*** Standard PCS.3.5.9-10.D. Standard PCS.3.5.9-10.E Standard PCS.3.5.9-10.F ***GRADES 11-12*** Standard PCS.3.5.11-12.D. Standard PCS.3.5.11-12.E. Standard PCS.3.5.11-12.F **INTEGRATE KNOWLEDGE/ IDEAS** ***GRADES 9-10*** Standard PCS.3.5.9-10.G. Standard PCS.3.5.9-10.H. Standard PCS.3.5.9-10.I. ***GRADES 9-12*** Standard PCS.3.5.11-12.G. Standard PCS.3.5.11-12.H. Standard PCS.3.5.11-12.I. **RANGEOF READING/LEVEL OF COMPLEX TEXTS** ***GRADES 9-10*** Standard PCS.3.5.9-10.J ***GRADES 11-12*** Standard PCS.3.5.11-12.J.	**TEXT TYPES/ PURPOSE** ***GRADES 9-10*** Standard PCS.3.6.9-10.A Standard PCS.3.6.9-10.B ***GRADES 11-12*** Standard PCS.3.6.11-12.A. Standard PCS.3.6.11-12.B. **PRODUCTION AND DISTRIBUTION OF WRITING** ***GRADES 9-10*** Standard PCS.3.6.9-10.C Standard PCS.3.6.9-10 D Standard PCS.3.6.9-10.E ***GRADES 11-12*** Standard PCS.3.6.11-12 C Standard.PCS.3.6.11-12.D. Standard PCS.3.6.11- 12 E. **RESEARCH** ***GRADES 9-10*** Standard PCS.3.6.9-10.F Standard PCS.3.6.9-10.G Standard PCS.3.6.9-10.H ***GRADES 11-12*** Standard PCS.3.6.11-12.F Standard PCS.3.6.11-12.G Standard PCS.3.6.11-12.H **RANGE OF WRITING** ***GRADES 9-10*** Standard PCS.3.5.9-10.I ***GRADES 11-12*** Standard PCS.3.5.11-12.I	

600 Basic Computer Applications

Secondary Competency Task Grid with Unit and Task Numbers	Common Career Technical Core Standards	Pennsylvania Core Standards for Reading for Technical Subjects Standard 3.5	Pennsylvania Core Standards for Writing for Technical Subjects Standard 3.6	Pennsylvania Core Standards for Mathematics Standard 2.1
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 shortcuts. 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, and general concepts related to software categories. 608 Demonstrate proper hand, finger, and body position when using a keyboard.	**Refer to the end of this document for an explanation of the following standards and sample indicators:** STANDARDS: 7 - 8 - 11 - 12	**KEY IDEAS/DETAILS** ***GRADES 9-10*** Standard PCS.3.5.9-10.A Standard PCS.3.5.9-10.B Standard PCS.3.5.9-10.C ***GRADES 11-12*** Standard PCS.3.5.11-12A Standard PCS.3.5.11-12.B. Standard PCS.3.5.11-12.C. **CRAFT & STRUCTURE** ***GRADES 9-10*** Standard PCS.3.5.9-10.D. Standard PCS.3.5.9-10.E Standard PCS.3.5.9-10.F ***GRADES 11-12*** Standard PCS.3.5.11-12.D. Standard PCS.3.5.11-12.E. Standard PCS.3.5.11-12.F **INTEGRATE KNOWLEDGE/ IDEAS** ***GRADES 9-10*** Standard PCS.3.5.9-10.G. Standard PCS.3.5.9-10.H. Standard PCS.3.5.9-10.I. ***GRADES 9-12*** Standard PCS.3.5.11-12.G. Standard PCS.3.5.11-12.H. Standard PCS.3.5.11-12.I. **RANGEOF READING/LEVEL OF COMPLEX TEXTS** ***GRADES 9-10*** Standard PCS.3.5.9-10.J ***GRADES 11-12*** Standard PCS.3.5.11-12.J.	**TEXT TYPES/ PURPOSE** ***GRADES 9-10*** Standard PCS 3.6.9-10B ***GRADES 11-12*** Standard 3.6.9-11-12B **PRODUCTION AND DISTRIBUTION OF WRITING** ***GRADES 9-10*** Standard PCS.3.6.9-10.C Standard PCS.3.6.9-10 D Standard PCS.3.6.9-10.E ***GRADES 11-12*** Standard PCS.3.6.11-12 C Standard.PCS.3.6.11-12.D. Standard PCS.3.6.11- 12 E. **RESEARCH** ***GRADES 9-10*** Standard PCS.3.6.9-10.F Standard PCS.3.6.9-10.G Standard PCS.3.6.9-10.H ***GRADES 11-12*** Standard PCS.3.6.11-12.F Standard PCS.3.6.11-12.G Standard PCS.3.6.11-12.H **RANGE OF WRITING** ***GRADES 9-10*** Standard PCS.3.5.9-10.I ***GRADES 11-12*** Standard PCS.3.5.11-12.I	

700 Electronic Communication Applications

Secondary Competency Task Grid with Unit and Task Numbers	Common Career Technical Core Standards	Pennsylvania Core Standards for Reading for Technical Subjects Standard 3.5	Pennsylvania Core Standards for Writing for Technical Subjects Standard 3.6	Pennsylvania Core Standards for Mathematics Standard 2.1
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.	**Refer to the end of this document for an explanation of the following standards and sample indicators:** STANDARDS: 7 - 8 - 9 - 10 - 11 - 12	**KEY IDEAS/DETAILS** ***GRADES 9-10*** Standard PCS.3.5.9-10.A Standard PCS.3.5.9-10.B Standard PCS.3.5.9-10.C ***GRADES 11-12*** Standard PCS.3.5.11-12A Standard PCS.3.5.11-12.B. Standard PCS.3.5.11-12.C. **CRAFT & STRUCTURE** ***GRADES 9-10*** Standard PCS.3.5.9-10.D. Standard PCS.3.5.9-10.E Standard PCS.3.5.9-10.F ***GRADES 11-12*** Standard PCS.3.5.11-12.D. Standard PCS.3.5.11-12.E. Standard PCS.3.5.11-12.F **INTEGRATE KNOWLEDGE/ IDEAS** ***GRADES 9-10*** Standard PCS.3.5.9-10.G. Standard PCS.3.5.9-10.H. Standard PCS.3.5.9-10.I. ***GRADES 9-12*** Standard PCS.3.5.11-12.G. Standard PCS.3.5.11-12.H. Standard PCS.3.5.11-12.I. **RANGEOF READING/LEVEL OF COMPLEX TEXTS** ***GRADES 9-10*** Standard PCS.3.5.9-10.J ***GRADES 11-12*** Standard PCS.3.5.11-12.J.	**TEXT TYPES/ PURPOSE** ***GRADES 9-10*** Standard PCS 3.6.9-10B ***GRADES 11-12*** Standard 3.6.9-11-12B **PRODUCTION AND DISTRIBUTION OF WRITING** ***GRADES 9-10*** Standard PCS.3.6.9-10.C Standard PCS.3.6.9-10 D Standard PCS.3.6.9-10.E ***GRADES 11-12*** Standard PCS.3.6.11-12 C Standard.PCS.3.6.11-12.D. Standard PCS.3.6.11- 12 E. **RESEARCH** ***GRADES 9-10*** Standard PCS.3.6.9-10.F Standard PCS.3.6.9-10.G Standard PCS.3.6.9-10.H ***GRADES 11-12*** Standard PCS.3.6.11-12.F Standard PCS.3.6.11-12.G Standard PCS.3.6.11-12.H **RANGE OF WRITING** ***GRADES 9-10*** Standard PCS.3.5.9-10.I ***GRADES 11-12*** Standard PCS.3.5.11-12.I	

800 Web Collaboration

Secondary Competency Task Grid with Unit and Task Numbers	Common Career Technical Core Standards	Pennsylvania Core Standards for Reading for Technical Subjects Standard 3.5	Pennsylvania Core Standards for Writing for Technical Subjects Standard 3.6	Pennsylvania Core Standards for Mathematics Standard 2.1
801 Create, publish, and manage a supervised site; e.g., YouTube channel, website, wiki, or blog. **802** Use an appropriate, supervised site to communicate with peers and other approved audiences.	**Refer to the end of this document for an explanation of the following standards and sample indicators:** STANDARDS: 5 - 6 - 8 - and 10	**KEY IDEAS/DETAILS** ***GRADES 9-10*** Standard PCS.3.5.9-10.A Standard PCS.3.5.9-10.B Standard PCS.3.5.9-10.C ***GRADES 11-12*** Standard PCS.3.5.11-12A Standard PCS.3.5.11-12.B. Standard PCS.3.5.11-12.C. **CRAFT & STRUCTURE** ***GRADES 9-10*** Standard PCS.3.5.9-10.D. Standard PCS.3.5.9-10.E Standard PCS.3.5.9-10.F ***GRADES 11-12*** Standard PCS.3.5.11-12.D. Standard PCS.3.5.11-12.E. Standard PCS.3.5.11-12.F **INTEGRATE KNOWLEDGE/ IDEAS** ***GRADES 9-10*** Standard PCS.3.5.9-10.G. Standard PCS.3.5.9-10.H. Standard PCS.3.5.9-10.I. ***GRADES 9-12*** Standard PCS.3.5.11-12.G. Standard PCS.3.5.11-12.H. Standard PCS.3.5.11-12.I. **RANGEOF READING/LEVEL OF COMPLEX TEXTS** ***GRADES 9-10*** Standard PCS.3.5.9-10.J ***GRADES 11-12*** Standard PCS.3.5.11-12.J.	**TEXT TYPES/ PURPOSE** ***GRADES 9-10*** Standard PCS 3.6.9-10B ***GRADES 11-12*** Standard 3.6.9-11-12B **PRODUCTION AND DISTRIBUTION OF WRITING** ***GRADES 9-10*** Standard PCS.3.6.9-10.C Standard PCS.3.6.9-10 D Standard PCS.3.6.9-10.E ***GRADES 11-12*** Standard PCS.3.6.11-12 C Standard.PCS.3.6.11-12.D. Standard PCS.3.6.11- 12 E. **RESEARCH** ***GRADES 9-10*** Standard PCS.3.6.9-10.F Standard PCS.3.6.9-10.G Standard PCS.3.6.9-10.H ***GRADES 11-12*** Standard PCS.3.6.11-12.F Standard PCS.3.6.11-12.G Standard PCS.3.6.11-12.H **RANGE OF WRITING** ***GRADES 9-10*** Standard PCS.3.5.9-10.I ***GRADES 11-12*** Standard PCS.3.5.11-12.I	

900 Information Location, Evaluation, and Collection

Secondary Competency Task Grid with Unit and Task Numbers	Common Career Technical Core Standards	Pennsylvania Core Standards for Reading for Technical Subjects Standard 3.5	Pennsylvania Core Standards for Writing for Technical Subjects Standard 3.6	Pennsylvania Core Standards for Mathematics Standard 2.1
901 Demonstrate basic terminology related to locating, evaluating, and collecting information from a variety of sources. 902 Describe the various sources to locate information. 903 Locate, collect, and evaluate the qualifications and credentials of information from text (i.e. books, newspapers, periodicals). 904 Locate, collect, and evaluate the qualifications and credentials of information from the web. 905 Create a web page evaluation tool. 906 Use an evaluation tool, evaluate a web page, and other media, such as videos, photographs, or audio documents.	**STANDARDS: None listed for this unit of instruction.**	**KEY IDEAS/DETAILS** ***GRADES 9-10*** Standard PCS.3.5.9-10.A Standard PCS.3.5.9-10.B Standard PCS.3.5.9-10.C ***GRADES 11-12*** Standard PCS.3.5.11-12A Standard PCS.3.5.11-12.B. Standard PCS.3.5.11-12.C. **CRAFT & STRUCTURE** ***GRADES 9-10*** Standard PCS.3.5.9-10.D. Standard PCS.3.5.9-10.E Standard PCS.3.5.9-10.F ***GRADES 11-12*** Standard PCS.3.5.11-12.D. Standard PCS.3.5.11-12.E. Standard PCS.3.5.11-12.F **INTEGRATE KNOWLEDGE/ IDEAS** ***GRADES 9-10*** Standard PCS.3.5.9-10.G. Standard PCS.3.5.9-10.H. Standard PCS.3.5.9-10.I. ***GRADES 9-12*** Standard PCS.3.5.11-12.G. Standard PCS.3.5.11-12.H. Standard PCS.3.5.11-12.I. **RANGEOF READING/LEVEL OF COMPLEX TEXTS** ***GRADES 9-10*** Standard PCS.3.5.9-10.J ***GRADES 11-12*** Standard PCS.3.5.11-12.J.	**TEXT TYPES/ PURPOSE** ***GRADES 9-10*** Standard PCS 3.6.9-10B ***GRADES 11-12*** Standard 3.6.9-11-12B **PRODUCTION AND DISTRIBUTION OF WRITING** ***GRADES 9-10*** Standard PCS.3.6.9-10.C Standard PCS.3.6.9-10 D Standard PCS.3.6.9-10.E ***GRADES 11-12*** Standard PCS.3.6.11-12 C Standard.PCS.3.6.11-12.D. Standard PCS.3.6.11- 12 E. **RESEARCH** ***GRADES 9-10*** Standard PCS.3.6.9-10.F Standard PCS.3.6.9-10.G Standard PCS.3.6.9-10.H ***GRADES 11-12*** Standard PCS.3.6.11-12.F Standard PCS.3.6.11-12.G Standard PCS.3.6.11-12.H **RANGE OF WRITING** ***GRADES 9-10*** Standard PCS.3.5.9-10.I ***GRADES 11-12*** Standard PCS.3.5.11-12.I	

1000 Word Processing

Secondary Competency Task Grid with Unit and Task Numbers	Common Career Technical Core Standards	Pennsylvania Core Standards for Reading for Technical Subjects Standard 3.5	Pennsylvania Core Standards for Writing for Technical Subjects Standard 3.6	Pennsylvania Core Standards for Mathematics Standard 2.1
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 and business letter, and letterhead. 1007 Use advanced word processing skills to format and print a multi-page report in an integrated activity, following an accepted referencing format using appropriate guidelines, including works cited page.	**STANDARDS: None listed for this unit of instruction.**	**KEY IDEAS/DETAILS** ***GRADES 9-10*** Standard PCS.3.5.9-10.A Standard PCS.3.5.9-10.C ***GRADES 11-12*** Standard PCS.3.5.11-12A Standard PCS.3.5.11-12.C. **CRAFT & STRUCTURE** ***GRADES 9-10*** Standard PCS.3.5.9-10.E ***GRADES 11-12*** Standard PCS.3.5.11-12.D. Standard PCS.3.5.11-12.E. **INTEGRATE KNOWLEDGE/ IDEAS** ***GRADES 9-10*** Standard PCS.3.5.9-10.I. ***GRADES 11-12*** Standard PCS.3.5.11-12.I. **RANGE OF READING** ***GRADES 9-10*** Standard PCS.3.5.9-10.J ***GRADES 11-12*** Standard PCS.3.5.11-12.J.	**TEXT TYPES/ PURPOSE** ***GRADES 9-10*** Standard PCS 3.6.9-10B ***GRADES 11-12*** Standard 3.6.9-11-12B **PRODUCTION AND DISTRIBUTION OF WRITING** ***GRADES 9-10*** Standard PCS.3.6.9-10.C Standard PCS.3.6.9-10 D Standard PCS.3.6.9-10.E ***GRADES 11-12*** Standard PCS.3.6.11-12 C Standard.PCS.3.6.11-12.D. Standard PCS.3.6.11- 12 E. **RESEARCH** ***GRADES 9-10*** Standard PCS.3.6.9-10.F Standard PCS.3.6.9-10.G Standard PCS.3.6.9-10.H ***GRADES 11-12*** Standard PCS.3.6.11-12.F Standard PCS.3.6.11-12.G Standard PCS.3.6.11-12.H **RANGE OF WRITING** ***GRADES 9-10*** Standard PCS.3.5.9-10.I ***GRADES 11-12*** Standard PCS.3.5.11-12.I	**OPERATIONS WITH REAL NUMBERS AND EXPRESSIONS** **Standard PCS 2.1.HS.F.2** Apply properties of rational and irrational numbers to solve real world or mathematical problems. **Standard PCS 2.1.HS.F.4** Use units as a way to understand problems and to guide the solution of multi-step problems. **Standard PCS 2.1.HS.F.5** Choose a level of accuracy appropriate to limitations on measurement when reporting quantities. **GEOMETRIC PROPERTIES AND REASONING** **Standard PCS 2.3.HS.A.13** Analyze relationships between two dimensional and three dimensional objects. **Standard PCS 2.3.HS.A.14** Apply geometric concepts to model and solve real world problems.

1100 Design and Layout

Secondary Competency Task Grid with Unit and Task Numbers	Common Career Technical Core Standards	Pennsylvania Core Standards for Reading for Technical Subjects Standard 3.5	Pennsylvania Core Standards for Writing for Technical Subjects Standard 3.6	Pennsylvania Core Standards for Mathematics Standard 2.1
1101 Identify and describe the basic components of a design application. 1102 Identify, describe, and demonstrate the principles of typography. 1103 Demonstrate knowledge of 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.	**STANDARDS: None listed for this unit of instruction.**	**KEY IDEAS/DETAILS** ***GRADES 9-10*** Standard PCS.3.5.9-10.A Standard PCS.3.5.9-10.B Standard PCS.3.5.9-10.C ***GRADES 11-12*** Standard PCS.3.5.11-12A Standard PCS.3.5.11-12.B. Standard PCS.3.5.11-12.C. **CRAFT & STRUCTURE** ***GRADES 9-10*** Standard PCS.3.5.9-10.D. Standard PCS.3.5.9-10.E Standard PCS.3.5.9-10.F ***GRADES 11-12*** Standard PCS.3.5.11-12.D. Standard PCS.3.5.11-12.E. Standard PCS.3.5.11-12.F **INTEGRATE KNOWLEDGE/ IDEAS** ***GRADES 9-10*** Standard PCS.3.5.9-10.G. Standard PCS.3.5.9-10.H. Standard PCS.3.5.9-10.I. ***GRADES 9-12*** Standard PCS.3.5.11-12.G. Standard PCS.3.5.11-12.H. Standard PCS.3.5.11-12.I. **RANGE OF READING** ***GRADES 9-10*** Standard PCS.3.5.9-10.J ***GRADES 11-12*** Standard PCS.3.5.11-12.J.	**TEXT TYPES/ PURPOSE** ***GRADES 9-10*** Standard PCS.3.6.9-10.A Standard PCS.3.6.9-10.B ***GRADES 11-12*** Standard PCS.3.6.11-12.A Standard PCS.3.6.11-12.B **PRODUCTION AND DISTRIBUTION OF WRITING** ***GRADES 9-10*** Standard PCS.3.6.9-10.C Standard PCS.3.6.9-10 D Standard PCS.3.6.9-10.E ***GRADES 11-12*** Standard PCS.3.6.11-12 C Standard.PCS.3.6.11-12.D. Standard PCS.3.6.11- 12 E. **RESEARCH** ***GRADES 9-10*** Standard PCS.3.6.9-10.F Standard PCS.3.6.9-10.G Standard PCS.3.6.9-10.H ***GRADES 11-12*** Standard PCS.3.6.11-12.F Standard PCS.3.6.11-12.G Standard PCS.3.6.11-12.H **RANGE OF WRITING** ***GRADES 9-10*** Standard PCS.3.5.9-10.I ***GRADES 11-12*** Standard PCS.3.5.11-12.I	**OPERATIONS WITH REAL NUMBERS AND EXPRESSIONS** **Standard PCS 2.1.HS.F.2** Apply properties of rational and irrational numbers to solve real world or mathematical problems. **Standard PCS 2.1.HS.F.4** Use units as a way to understand problems and to guide the solution of multi-step problems. **Standard PCS 2.1.HS.F.5** Choose a level of accuracy appropriate to limitations on measurement when reporting quantities. **Standard PCS 2.1.HS.F.6** Extend the knowledge of arithmetic operations and apply to complex numbers. **GEOMETRIC PROPERTIES AND REASONING** **Standard PCS 2.3.HS.A.13** Analyze relationships between two dimensional and three dimensional objects. **Standard PCS 2.3.HS.A.14** Apply geometric concepts to model and solve real world problems.

1200 Multimedia Presentation

Secondary Competency Task Grid with Unit and Task Numbers	Common Career Technical Core Standards	Pennsylvania Core Standards for Reading for Technical Subjects Standard 3.5	Pennsylvania Core Standards for Writing for Technical Subjects Standard 3.6	Pennsylvania Core Standards for Mathematics Standard 2.1
1201 Use proper terminology related to presentation applications. 1202 Perform multimedia presentations to include slides, views, transitions, animations, color schemes and backgrounds. 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 or interactive white board. 1209 Compose a presentation that includes a script, text, sound, images animation and video.	**STANDARDS: None listed for this unit of instruction.**	**KEY IDEAS/DETAILS** *GRADES 9-10* Standard PCS.3.5.9-10.A Standard PCS.3.5.9-10.C *GRADES 11-12* Standard PCS.3.5.11-12A Standard PCS.3.5.11-12.C. **CRAFT & STRUCTURE** *GRADES 9-10* Standard PCS.3.5.9-10.E *GRADES 11-12* Standard PCS.3.5.11-12.D. Standard PCS.3.5.11-12.E. **INTEGRATE KNOWLEDGE/ IDEAS** *GRADES 9-10* Standard PCS.3.5.9-10.I. *GRADES 11-12* Standard PCS.3.5.11-12.I. **RANGE OF READING** *GRADES 9-10* Standard PCS.3.5.9-10.J *GRADES 11-12* Standard PCS.3.5.11-12.J. **RANGE OF READING** *GRADES 9-10* Standard PCS.3.5.9-10.J *GRADES 11-12* Standard PCS.3.5.11-12.J.	**TEXT TYPES/ PURPOSE** *GRADES 9-10* Standard PCS 3.6.9-10B *GRADES 11-12* Standard 3.6.9-11-12B **PRODUCTION AND DISTRIBUTION OF WRITING** *GRADES 9-10* Standard PCS.3.6.9-10.C Standard PCS.3.6.9-10 D Standard PCS.3.6.9-10.E *GRADES 11-12* Standard PCS.3.6.11-12 C Standard.PCS.3.6.11-12.D. Standard PCS.3.6.11- 12 E. **RESEARCH** *GRADES 9-10* Standard PCS.3.6.9-10.F Standard PCS.3.6.9-10.G Standard PCS.3.6.9-10.H *GRADES 11-12* Standard PCS.3.6.11-12.F Standard PCS.3.6.11-12.G Standard PCS.3.6.11-12.H **RANGE OF WRITING** *GRADES 9-10* Standard PCS.3.5.9-10.I *GRADES 11-12* Standard PCS.3.5.11-12.I	**OPERATIONS WITH REAL NUMBERS AND EXPRESSIONS** **Standard PCS 2.1.HS.F.2** Apply properties of rational and irrational numbers to solve real world or mathematical problems. **Standard PCS 2.1.HS.F.4** Use units as a way to understand problems and to guide the solution of multi-step problems. **Standard PCS 2.1.HS.F.5** Choose a level of accuracy appropriate to limitations on measurement when reporting quantities. **Standard PCS 2.1.HS.F.6** Extend the knowledge of arithmetic operations and apply to complex numbers. **GEOMETRIC PROPERTIES AND REASONING** **Standard PCS2.3.HS.A.13** Analyze relationships between two dimensional and three dimensional objects. **Standard PCS 2.3.HS.A.14** Apply geometric concepts to model and solve real world problems.

1300 Photography, Cinematography, and Image Capture

Secondary Competency Task Grid with Unit and Task Numbers	Common Career Technical Core Standards	Pennsylvania Core Standards for Reading for Technical Subjects Standard 3.5	Pennsylvania Core Standards for Writing for Technical Subjects Standard 3.6	Pennsylvania Core Standards for Mathematics Standard 2.1
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 codes and formats. 1311 Identify various video recording media.	**STANDARDS: None listed for this unit of instruction.**	**KEY IDEAS/DETAILS** ***GRADES 9-10*** Standard PCS.3.5.9-10.A Standard PCS.3.5.9-10.C ***GRADES 11-12*** Standard PCS.3.5.11-12A Standard PCS.3.5.11-12.C. **CRAFT & STRUCTURE** ***GRADES 9-10*** Standard PCS.3.5.9-10.E ***GRADES 11-12*** Standard PCS.3.5.11-12.D. Standard PCS.3.5.11-12.E. **INTEGRATE KNOWLEDGE/ IDEAS** ***GRADES 9-10*** Standard PCS.3.5.9-10.I. ***GRADES 11-12*** Standard PCS.3.5.11-12.I. **RANGE OF READING** ***GRADES 9-10*** Standard PCS.3.5.9-10.J ***GRADES 11-12*** Standard PCS.3.5.11-12.J. **RANGE OF READING** ***GRADES 9-10*** Standard PCS.3.5.9-10.J ***GRADES 11-12*** Standard PCS.3.5.11-12.J.	**TEXT TYPES/ PURPOSE** ***GRADES 9-10*** Standard PCS 3.6.9-10B ***GRADES 11-12*** Standard 3.6.9-11-12B **PRODUCTION AND DISTRIBUTION OF WRITING** ***GRADES 9-10*** Standard PCS.3.6.9-10.C Standard PCS.3.6.9-10 D Standard PCS.3.6.9-10.E ***GRADES 11-12*** Standard PCS.3.6.11-12 C Standard.PCS.3.6.11-12.D. Standard PCS.3.6.11- 12 E. **RESEARCH** ***GRADES 9-10*** Standard PCS.3.6.9-10.F Standard PCS.3.6.9-10.G Standard PCS.3.6.9-10.H ***GRADES 11-12*** Standard PCS.3.6.11-12.F Standard PCS.3.6.11-12.G Standard PCS.3.6.11-12.H **RANGE OF WRITING** ***GRADES 9-10*** Standard PCS.3.5.9-10.I ***GRADES 11-12*** Standard PCS.3.5.11-12.I	**OPERATIONS WITH REAL NUMBERS AND EXPRESSIONS** **Standard PCS 2.1.HS.F.2** Apply properties of rational and irrational numbers to solve real world or mathematical problems. **Standard PCS 2.1.HS.F.4** Use units as a way to understand problems and to guide the solution of multi-step problems. **Standard PCS 2.1.HS.F.5** Choose a level of accuracy appropriate to limitations on measurement when reporting quantities. **Standard PCS 2.1.HS.F.6** Extend the knowledge of arithmetic operations and apply to complex numbers. **GEOMETRIC PROPERTIES AND REASONING** **Standard PCS2.3.HS.A.13** Analyze relationships between two dimensional and three dimensional objects. **Standard PCS 2.3.HS.A.14** Apply geometric concepts to model and solve real world problems.

1400 Communication Network Components

Secondary Competency Task Grid with Unit and Task Numbers	Common Career Technical Core Standards	Pennsylvania Core Standards for Reading for Technical Subjects Standard 3.5	Pennsylvania Core Standards for Writing for Technical Subjects Standard 3.6	Pennsylvania Core Standards for Mathematics Standard 2.1
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 protocols (e.g., FTP, SMTP, HTTP, etc.).	**STANDARDS: None listed for this unit of instruction.**	**KEY IDEAS/DETAILS** ***GRADES 9-10*** Standard PCS.3.5.9-10.A Standard PCS.3.5.9-10.C ***GRADES 11-12*** Standard PCS.3.5.11-12A Standard PCS.3.5.11-12.C. **CRAFT & STRUCTURE** ***GRADES 9-10*** Standard PCS.3.5.9-10.E ***GRADES 11-12*** Standard PCS.3.5.11-12.D. Standard PCS.3.5.11-12.E. **INTEGRATE KNOWLEDGE/ IDEAS** ***GRADES 9-10*** Standard PCS.3.5.9-10.I. ***GRADES 11-12*** Standard PCS.3.5.11-12.I. **RANGE OF READING** ***GRADES 9-10*** Standard PCS.3.5.9-10.J ***GRADES 11-12*** Standard PCS.3.5.11-12.J. **RANGE OF READING** ***GRADES 9-10*** Standard PCS.3.5.9-10.J ***GRADES 11-12*** Standard PCS.3.5.11-12.J.	**TEXT TYPES/ PURPOSE** ***GRADES 9-10*** Standard PCS 3.6.9-10B ***GRADES 11-12*** Standard 3.6.9-11-12B **PRODUCTION AND DISTRIBUTION OF WRITING** ***GRADES 9-10*** Standard PCS.3.6.9-10.C Standard PCS.3.6.9-10 D Standard PCS.3.6.9-10.E ***GRADES 11-12*** Standard PCS.3.6.11-12 C Standard.PCS.3.6.11-12.D. Standard PCS.3.6.11- 12 E. **RESEARCH** ***GRADES 9-10*** Standard PCS.3.6.9-10.F Standard PCS.3.6.9-10.G Standard PCS.3.6.9-10.H ***GRADES 11-12*** Standard PCS.3.6.11-12.F Standard PCS.3.6.11-12.G Standard PCS.3.6.11-12.H **RANGE OF WRITING** ***GRADES 9-10*** Standard PCS.3.5.9-10.I ***GRADES 11-12*** Standard PCS.3.5.11-12.I	

1500 Web Design Applications for Communication Technology

Secondary Competency Task Grid with Unit and Task Numbers	Common Career Technical Core Standards	Pennsylvania Core Standards for Reading for Technical Subjects Standard 3.5	Pennsylvania Core Standards for Writing for Technical Subjects Standard 3.6	Pennsylvania Core Standards for Mathematics Standard 2.1
1501 Identify and describe the properties of HTML, CSS, and various scripting languages (such as java script and PHP). **1502** Identify and describe the properties of different types of image compression formats for the web such as JPEG, TIFF, and PNG. **1503** Identify and use basic HTML elements to create 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.	**STANDARDS: None listed for this unit of instruction.**	**KEY IDEAS/DETAILS** ***GRADES 9-10*** Standard PCS.3.5.9-10.A Standard PCS.3.5.9-10.B Standard PCS.3.5.9-10.C ***GRADES 11-12*** Standard PCS.3.5.11-12A Standard PCS.3.5.11-12.B. Standard PCS.3.5.11-12.C. **CRAFT & STRUCTURE** ***GRADES 9-10*** Standard PCS.3.5.9-10.D. Standard PCS.3.5.9-10.E Standard PCS.3.5.9-10.F ***GRADES 11-12*** Standard PCS.3.5.11-12.D. Standard PCS.3.5.11-12.E. Standard PCS.3.5.11-12.F **INTEGRATE KNOWLEDGE/ IDEAS** ***GRADES 9-10*** Standard PCS.3.5.9-10.G. Standard PCS.3.5.9-10.H. Standard PCS.3.5.9-10.I. ***GRADES 9-12*** Standard PCS.3.5.11-12.G. Standard PCS.3.5.11-12.H. Standard PCS.3.5.11-12.I. **RANGE OF READING** ***GRADES 9-10*** Standard PCS.3.5.9-10.J ***GRADES 11-12*** Standard PCS.3.5.11-12.J.	**TEXT TYPES/ PURPOSE** ***GRADES 9-10*** Standard PCS 3.6.9-10B ***GRADES 11-12*** Standard 3.6.9-11-12B **PRODUCTION AND DISTRIBUTION OF WRITING** ***GRADES 9-10*** Standard PCS.3.6.9-10.C Standard PCS.3.6.9-10 D Standard PCS.3.6.9-10.E ***GRADES 11-12*** Standard PCS.3.6.11-12 C Standard.PCS.3.6.11-12.D. Standard PCS.3.6.11- 12 E. **RESEARCH** ***GRADES 9-10*** Standard PCS.3.6.9-10.F Standard PCS.3.6.9-10.G Standard PCS.3.6.9-10.H ***GRADES 11-12*** Standard PCS.3.6.11-12.F Standard PCS.3.6.11-12.G Standard PCS.3.6.11-12.H **RANGE OF WRITING** ***GRADES 9-10*** Standard PCS.3.5.9-10.I ***GRADES 11-12*** Standard PCS.3.5.11-12.I	**OPERATIONS WITH REAL NUMBERS AND EXPRESSIONS** **Standard PCS 2.1.HS.F.2** Apply properties of rational and irrational numbers to solve real world or mathematical problems. **Standard PCS 2.1.HS.F.4** Use units as a way to understand problems and to guide the solution of multi-step problems. **Standard PCS 2.1.HS.F.5** Choose a level of accuracy appropriate to limitations on measurement when reporting quantities. **Standard PCS 2.1.HS.F.6** Extend the knowledge of arithmetic operations and apply to complex numbers.

1600 Cross Platform Cellular Telephone Communication

Secondary Competency Task Grid with Unit and Task Numbers	Common Career Technical Core Standards	Pennsylvania Core Standards for Reading for Technical Subjects Standard 3.5	Pennsylvania Core Standards for Writing for Technical Subjects Standard 3.6	Pennsylvania Core Standards for Mathematics Standard 2.1
1601 Create and utilize multimedia for multiplatform distribution (i.e., cell, web, mobile devices, television). **1602** Create and utilize QR codes.	**STANDARDS: None listed for this unit of instruction.**	**KEY IDEAS/DETAILS** ***GRADES 9-10*** Standard PCS.3.5.9-10.A Standard PCS.3.5.9-10.C ***GRADES 11-12*** Standard PCS.3.5.11-12A Standard PCS.3.5.11-12.C. **CRAFT & STRUCTURE** ***GRADES 9-10*** Standard PCS.3.5.9-10.E ***GRADES 11-12*** Standard PCS.3.5.11-12.D. Standard PCS.3.5.11-12.E. **INTEGRATE KNOWLEDGE/ IDEAS** ***GRADES 9-10*** Standard PCS.3.5.9-10.I. ***GRADES 11-12*** Standard PCS.3.5.11-12.I. **RANGE OF READING** ***GRADES 9-10*** Standard PCS.3.5.9-10.J ***GRADES 11-12*** Standard PCS.3.5.11-12.J. **RANGE OF READING** ***GRADES 9-10*** Standard PCS.3.5.9-10.J ***GRADES 11-12*** Standard PCS.3.5.11-12.J.	**TEXT TYPES/ PURPOSE** ***GRADES 9-10*** Standard PCS 3.6.9-10B ***GRADES 11-12*** Standard 3.6.9-11-12B **PRODUCTION AND DISTRIBUTION OF WRITING** ***GRADES 9-10*** Standard PCS.3.6.9-10.C Standard PCS.3.6.9-10 D Standard PCS.3.6.9-10.E ***GRADES 11-12*** Standard PCS.3.6.11-12 C Standard.PCS.3.6.11-12.D. Standard PCS.3.6.11- 12 E. **RESEARCH** ***GRADES 9-10*** Standard PCS.3.6.9-10.F Standard PCS.3.6.9-10.G Standard PCS.3.6.9-10.H ***GRADES 11-12*** Standard PCS.3.6.11-12.F Standard PCS.3.6.11-12.G Standard PCS.3.6.11-12.H **RANGE OF WRITING** ***GRADES 9-10*** Standard PCS.3.5.9-10.I ***GRADES 11-12*** Standard PCS.3.5.11-12.I	

1700 Video and Audio Production

Secondary Competency Task Grid with Unit and Task Numbers	Common Career Technical Core Standards	Pennsylvania Core Standards for Reading for Technical Subjects Standard 3.5	Pennsylvania Core Standards for Writing for Technical Subjects Standard 3.6	Pennsylvania Core Standards for Mathematics Standard 2.1
1701 Identify appropriate target audience. 1702 Identify and use various script formats (i.e., radio, TV, 2 column, and screen play). 1703 Develop a storyboard. 1704 Import and/or transfer media into nonlinear 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.	STANDARDS: None listed for this unit of instruction.	**KEY IDEAS/DETAILS** *GRADES 9-10* Standard PCS.3.5.9-10.A Standard PCS.3.5.9-10.C *GRADES 11-12* Standard PCS.3.5.11-12A Standard PCS.3.5.11-12.C. **CRAFT & STRUCTURE** *GRADES 9-10* Standard PCS.3.5.9-10.E *GRADES 11-12* Standard PCS.3.5.11-12.D. Standard PCS.3.5.11-12.E. **INTEGRATE KNOWLEDGE/ IDEAS** *GRADES 9-10* Standard PCS.3.5.9-10.I. *GRADES 11-12* Standard PCS.3.5.11-12.I. **RANGE OF READING** *GRADES 9-10* Standard PCS.3.5.9-10.J *GRADES 11-12* Standard PCS.3.5.11-12.J.	**TEXT TYPES/ PURPOSE** *GRADES 9-10* Standard PCS 3.6.9-10B *GRADES 11-12* Standard 3.6.9-11-12B **PRODUCTION AND DISTRIBUTION OF WRITING** *GRADES 9-10* Standard PCS.3.6.9-10.C Standard PCS.3.6.9-10 D Standard PCS.3.6.9-10.E *GRADES 11-12* Standard PCS.3.6.11-12 C Standard.PCS.3.6.11-12.D. Standard PCS.3.6.11- 12 E. **RESEARCH** *GRADES 9-10* Standard PCS.3.6.9-10.F Standard PCS.3.6.9-10.G Standard PCS.3.6.9-10.H *GRADES 11-12* Standard PCS.3.6.11-12.F Standard PCS.3.6.11-12.G Standard PCS.3.6.11-12.H **RANGE OF WRITING** *GRADES 9-10* Standard PCS.3.5.9-10.I *GRADES 11-12* Standard PCS.3.5.11-12.I	

1800 Project Management

Secondary Competency Task Grid with Unit and Task Numbers	Common Career Technical Core Standards	Pennsylvania Core Standards for Reading for Technical Subjects Standard 3.5	Pennsylvania Core Standards for Writing for Technical Subjects Standard 3.6	Pennsylvania Core Standards for Mathematics Standard 2.1
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.	Refer to the end of this document for an explanation of the following standards and sample indicators: STANDARDS: 3 - 11 - and 12	**KEY IDEAS/DETAILS** ***GRADES 9-10*** Standard PCS.3.5.9-10.A Standard PCS.3.5.9-10.C ***GRADES 11-12*** Standard PCS.3.5.11-12A Standard PCS.3.5.11-12.C. **CRAFT & STRUCTURE** ***GRADES 9-10*** Standard PCS.3.5.9-10.E ***GRADES 11-12*** Standard PCS.3.5.11-12.D. Standard PCS.3.5.11-12.E. **INTEGRATE KNOWLEDGE/ IDEAS** ***GRADES 9-10*** Standard PCS.3.5.9-10.I. ***GRADES 11-12*** Standard PCS.3.5.11-12.I. **RANGE OF READING** ***GRADES 9-10*** Standard PCS.3.5.9-10.J ***GRADES 11-12*** Standard PCS.3.5.11-12.J.	**TEXT TYPES/ PURPOSE** ***GRADES 9-10*** Standard PCS 3.6.9-10B ***GRADES 11-12*** Standard 3.6.9-11-12B **PRODUCTION AND DISTRIBUTION OF WRITING** ***GRADES 9-10*** Standard PCS.3.6.9-10.C Standard PCS.3.6.9-10 D Standard PCS.3.6.9-10.E ***GRADES 11-12*** Standard PCS.3.6.11-12 C Standard.PCS.3.6.11-12.D. Standard PCS.3.6.11- 12 E. **RESEARCH** ***GRADES 9-10*** Standard PCS.3.6.9-10.F Standard PCS.3.6.9-10.G Standard PCS.3.6.9-10.H ***GRADES 11-12*** Standard PCS.3.6.11-12.F Standard PCS.3.6.11-12.G Standard PCS.3.6.11-12.H **RANGE OF WRITING** ***GRADES 9-10*** Standard PCS.3.5.9-10.I ***GRADES 11-12*** Standard PCS.3.5.11-12.I	**OPERATIONS WITH REAL NUMBERS AND EXPRESSIONS** **Standard PCS 2.1.HS.F.2** Apply properties of rational and irrational numbers to solve real world or mathematical problems. **Standard PCS 2.1.HS.F.4** Use units as a way to understand problems and to guide the solution of multi-step problems. **Standard PCS 2.1.HS.F.5** Choose a level of accuracy appropriate to limitations on measurement when reporting quantities. **Standard PCS 2.1.HS.F.6** Extend the knowledge of arithmetic operations and apply to complex numbers. **LINEAR FUNCTIONS AND DATA ORGANIZATIONS** **Standard PCS 2.4.HS.B.2** Summarize, represent, and interpret data on two categorical and quantitative variables. **Standard PCS 2.1.HS.F3** Apply quantitative reasoning to choose and interpret units and scales in formulas, graphs and data displays. **DATA ANALYSIS** **Standard PCS 2.4.HS.B.1** Summarize, represent, and interpret data on a single count or measurement variable. **Standard PCS 2.4.HS.B.3** Analyze linear models to make interpretations based

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				on the data. **Standard PCS 2.4.HS.B.5** Make inferences and justify conclusions based on sample surveys, experiments, and observational studies.

Reference List for 12 Common Core Technical Standards
in Communication Technology/Technicians and Support Services
with Sample Indicators for each Standard

1. Demonstrate effective professional communication skills and practices that enable positive customer relationships.
   1 a. Identify organization's products and services (including own strengths as an agent of the company).
   1 b. Recognize the importance of all customers to the business.
2. Use product or service design processes and guidelines to produce a quality information technology (IT) product or service.
   2 a. Test products for reliability.
   2 b. Initiate predictive maintenance procedures.
   2 c. Document a Quality Assurance (QA) program (includes creating a plan and evaluating effectiveness of the program).
   2 d. Plan for products/services using reliability factors.
   2 e. Create products/services using reliability factors.
   2 f. Test new products/services for reliability.
   2 g. Maintain the reliability of new products/services.
3. Demonstrate the use of cross functional teams in achieving IT project goals.
   3 a. Consider the benefits of using a cross functional team in policy and procedure development.
   3 b. Identify desired group and team behavior in an IT context.
   3 c. Explain technical concepts to various audiences in nontechnical terms.
   3 d. Describe strategies for maximizing productivity in a high tech environment.
4. Demonstrate positive cyber citizenry by applying industry accepted ethical practices and behaviors.
   4 a. Demonstrate knowledge of the legal issues that face IT professionals.
   4 b. Identify issues and trends affecting computers and information privacy.
   4 c. Explain legal issues involved in a company security policy.
       Identify legal issues involved concerning a security breach. Summarize the rights and responsibilities of IT workers. Identify ethical issues common to the IT field.
5. Explain the implications of IT on business development.
   5 a. Demonstrate knowledge of how both PCs and larger computer systems impact people and are used in business/industry/government and other institutions.
   5 b. Demonstrate knowledge of the impact of computers on career pathways in business/industry (e.g. how computers have eliminated and created jobs).
   5 c. Demonstrate knowledge of the impact of computers on access to information and information exchange worldwide.
   5 d. Demonstrate knowledge of ethical issues that have surfaced in the information age.

6. Describe trends in emerging and evolving computer technologies and their influence on IT practices.
    6 a. Identify new technologies relevant to information technology.
    6 b. Assess the importance of new technologies to future developments and to future knowledge worker productivity.
    6 c. Identify new and emerging drivers and inhibitors of information technology change.
    6 d. Assess the potential importance and impact of new IT technologies in the future.
7. Perform standard computer backup and restore procedures to protect IT information.
    7 a. Recognize the need for regular backup procedures.
    7 b. Load backup software.
    7 c. Load compression drive backup software.
    7 d. Install surge suppression protection.
    7 e. Identify battery backup equipment.
    7 f. Maintain battery backup system.
    7 g. Identify hot and warm site backup concepts.
8. Recognize and analyze potential IT security threats to develop and maintain security requirements.
    8 a. Describe potential security threats to information systems.
    8 b. Identify the range of security needs and the problems that can occur due to security lapses.
    8 c. Maximize threat reduction.
    8 d. Assess exposure to security issues.
    8 e. Implement countermeasures.
    8 f. Ensure compliance with security rules, regulations and codes.
    8 g. Demonstrate knowledge of virus protection strategy.
    8 h. Implement security procedures in accordance with business ethics.
    8 i. Develop plans to address secure threats.
    8 j. Document security procedures.
9. Describe quality assurance practices and methods employed in producing and providing quality IT products and services.
    8 a. Demonstrate knowledge of the historical evolution of quality assurance/total quality management (e.g., Deming, ISO 9000).
    9 a. Demonstrate knowledge of changes brought about by quality leaders in the world.
    9 b. Demonstrate knowledge of the ISO 9000 process.
    9 c. Demonstrate knowledge of the standards/requirements for the Baldridge award.
    9 d. Demonstrate knowledge of successful efforts by industry to improve quality and/or reduce costs.
    9 e. Demonstrate knowledge of the control devices used in functional areas (e.g. SPC, equipment).
    9 f. Demonstrate knowledge of the relationship among organizational structures, policies, procedures and quality assurance.
    9 g. Identify internal and external customers.
    9 h. Differentiate between prevention and detection.
    9 i. Differentiate between variable and attribute data.
    9 j. Identify types of control charts.

9 k. Demonstrate knowledge of how statistical techniques are used to control quality (e.g., SPC, DOE, CR).

9 l.   Demonstrate knowledge of quality management terminology.

9 m. Identify the role of quality within the organization.

9 n. Identify the features and benefits of quality planning.

10. Describe the use of computer forensics to prevent and solve information technology crimes and security breaches.

10 a. Define computer forensics.

10 b. List some of the basic skills and knowledge a computer forensics specialist should possess.

10 c. Identify the circumstances under which computer forensics evidence is typically used, who typically uses such evidence and how it is used.

10 d. Identify and attempt to retrieve possible evidence that may exist on a computer system.

10 e. List what should and should not be done with the computer and evidence during an investigation.

10 f. List common internet crimes.

10 g. List some prevention actions related to cybercrime.

10 h. Describe techniques to identify criminal activity.

10 i.   Identify how one files a complaint if a cybercrime is suspected or has occurred.

11. Demonstrate knowledge of the hardware components associated with information systems.

12. Compare key functions and applications of software and determine maintenance strategies for computer systems.