

**2019/2020 Student Competency Record**  
**Design, Multimedia, and Web Technologies**  
**6630 - 36 weeks**

<hr/> <b>Student</b>	2019-2020 <b>School Year</b>
Bassett High <b>School</b>	T. Blankenship <b>Teacher Signature</b>

Traditional letter or numerical grades do not provide adequate documentation of student achievement in competency-based education; therefore, the Virginia Standards for CBE require a recording system to provide information about competencies achieved to employer, student-employee, and teacher. The Student Competency Record provides a means for keeping track of student progress. Ratings are assigned by the teacher for classroom competency achievement and by the teacher-coordinator in conjunction with the training sponsor when competence is evaluated on the job.

Tasks/competencies designated "Required" are considered essential statewide and are required of all students. In some courses, all tasks/competencies have been identified as required. Tasks/competencies marked "Optional" are considered optional; they and/or additional tasks/competencies may be taught at the discretion of the school division. Tasks/competencies marked with an asterisk (\*) are considered sensitive, and teachers should obtain approval by the school division before teaching them. Student competency records should be kept as long as the student is enrolled in the school and for five years after the student graduates/leaves the school.

**Note: Students with an Individualized Education Program (IEP) or an Individualized Student Alternative Education Plan (ISAEP) will be rated, using the following scale, only on the competencies identified in their IEP or ISAEP.**

Students will be expected to achieve a **satisfactory rating** (one of the three highest marks) on the Student Competency Record (SCR) rating scale on at least 80% of the required (essential) competencies in a CTE course.

**...RATING SCALE...**

- 1 - Can teach others**
- 2 - Can perform without supervision**
- 3 - Can perform with limited supervision**
- 4 - Can perform with supervision**
- 5 - Cannot perform**

<b>6630 36 weeks</b>	<b>Design, Multimedia, and Web Technologies TASKS/COMPETENCIES</b>		<b>Date</b>	<b>Rating</b>
	<b>Demonstrating Personal Qualities and Abilities</b>			
Required	1	Demonstrate creativity and innovation.		
Required	2	Demonstrate critical thinking and problem solving.		
Required	3	Demonstrate initiative and self-direction.		
Required	4	Demonstrate integrity.		
Required	5	Demonstrate work ethic.		
	<b>Demonstrating Interpersonal Skills</b>			
Required	6	Demonstrate conflict-resolution skills.		
Required	7	Demonstrate listening and speaking skills.		
Required	8	Demonstrate respect for diversity.		
Required	9	Demonstrate customer service skills.		
Required	10	Collaborate with team members.		
	<b>Demonstrating Professional Competencies</b>			
Required	11	Demonstrate big-picture thinking.		
Required	12	Demonstrate career- and life-management skills.		
Required	13	Demonstrate continuous learning and adaptability.		
Required	14	Manage time and resources.		
Required	15	Demonstrate information-literacy skills.		
Required	16	Demonstrate an understanding of information security.		
Required	17	Maintain working knowledge of current information-technology (IT) systems.		
Required	18	Demonstrate proficiency with technologies, tools, and machines common to a specific occupation.		
Required	19	Apply mathematical skills to job-specific tasks.		
Required	20	Demonstrate professionalism.		
Required	21	Demonstrate reading and writing skills.		
Required	22	Demonstrate workplace safety.		
	<b>Examining All Aspects of an Industry</b>			
Required	23	Examine aspects of planning within an industry/organization.		
Required	24	Examine aspects of management within an industry/organization.		
Required	25	Examine aspects of financial responsibility within an industry/organization.		

Required	26	Examine technical and production skills required of workers within an industry/organization.		
Required	27	Examine principles of technology that underlie an industry/organization.		
Required	28	Examine labor issues related to an industry/organization.		
Required	29	Examine community issues related to an industry/organization.		
Required	30	Examine health, safety, and environmental issues related to an industry/organization.		
<b>Addressing Elements of Student Life</b>				
Required	31	Identify the purposes and goals of the student organization.		
Required	32	Explain the benefits and responsibilities of membership in the student organization as a student and in professional/civic organizations as an adult.		
Required	33	Demonstrate leadership skills through participation in student organization activities, such as meetings, programs, and projects.		
Required	34	Identify Internet safety issues and procedures for complying with acceptable use standards.		
<b>Exploring Work-Based Learning</b>				
Required	35	Identify the types of work-based learning (WBL) opportunities.		
Required	36	Reflect on lessons learned during the WBL experience.		
Required	37	Explore career opportunities related to the WBL experience.		
Optional	38	Participate in a WBL experience, when appropriate.		
<b>Demonstrating Knowledge of Hardware, Software, and Operating Systems</b>				
Required	39	Compare word processing, graphic design, multimedia creation, and web page creation.		
Required	40	Evaluate operating systems and hardware for compatibility with common software applications.		
Required	41	Evaluate software used in graphic design, multimedia creation, and web page creation.		
Required	42	Use technical support to resolve problems encountered during the creation of digital projects.		
Required	43	Apply appropriate method to back up files.		
<b>Applying Principles of Layout and Design</b>				
Required	44	Identify project-management components.		
Required	45	Plan an effective design for a project.		

Required	46	Apply principles of design, layout, and typography appropriate for a project.		
Required	47	Enhance appearance of a project.		
<b>Designing and Creating Print and Graphic Design Projects</b>				
Required	48	Create original content for a digitally designed project.		
Required	49	Demonstrate proofing skills through use of online tools and individual critiquing to check for format, style, correctness, and clarity.		
Required	50	Import text, graphics, tables, and charts for use in a print or graphic design project.		
Required	51	Use time-saving features of print and/or graphic design programs.		
Required	52	Create documents utilizing a variety of layouts including multiple columns, pages, and element positions.		
Required	53	Create a variety of print materials.		
Required	54	Create a document in a format appropriate for electronic distribution.		
Required	55	Convert a print document to digital format through scanning.		
Required	56	Critique a project to determine whether it meets the designated guidelines.		
<b>Designing and Creating Multimedia Presentations/Projects</b>				
Optional	57	Identify the components of an effective multimedia project.		
Optional	58	Create a multimedia project.		
Optional	59	Use master slides, templates, and/or themes.		
Required	60	Create an object, using graphic design software.		
Required	61	Incorporate charts, graphs, and/or tables into a multimedia project.		
Required	62	Enhance a multimedia project with advanced features.		
Required	63	Incorporate elements from other sources into a multimedia project.		
Required	64	Edit a multimedia project.		
Required	65	Create handouts and/or other visuals for a multimedia presentation.		
Required	66	Deliver a multimedia presentation.		
Required	67	Critique a multimedia presentation to determine whether it meets the designated guidelines.		
<b>Designing and Creating Websites</b>				
Required	68	Evaluate the methods of creating websites.		

Required	69	Apply structural requirements (information architecture) for development of a website.		
Required	70	Create a website, using design software or a programming language.		
Required	71	Apply website design features.		
Required	72	Create hyperlinks.		
Required	73	Proofread and edit a website.		
Required	74	Test a website.		
Required	75	Explain or demonstrate publishing, updating, and maintaining a website.		
Required	76	Describe methods and tools used in digital marketing.		
Required	77	Compare content management systems commonly used in the business world.		
<b>Exploring Legal and Ethical Issues</b>				
Required	78	Explore security issues related to computer and Internet technology.		
Required	79	Describe copyright issues and laws related to creating graphic design, multimedia, and website design projects.		
Required	80	Identify situations in which use of elements in projects is legal but may be unethical/inappropriate.		
Required	81	Describe licensing agreements associated with software usage.		
<b>Preparing for Industry Certification</b>				
Required	82	Describe the process and requirements for obtaining industry certifications related to the Design, Multimedia, and Web Technologies course.		
Required	83	Identify testing skills/strategies for a certification examination.		
Required	84	Demonstrate ability to successfully complete selected practice examinations (e.g., practice questions similar to those on certification exams).		
Optional	85	Successfully complete an industry certification examination representative of skills learned in this course (e.g., MOS, IC3, NOCTI).		
<b>Developing Employability Skills</b>				
Required	86	Explore careers in the graphic design, multimedia, and website design fields.		
Required	87	Investigate uses of graphic design, multimedia, and web technologies in business and industry.		

