

2010/2011 DoDEA Student Competency Record
Digital Media Creation
PTI405 - 18 weeks

Student	School Year
Grade	Term (fall, spring)
School	Teacher Signature

Mastery is a level of performance that indicates a student has demonstrated the knowledge, skills, and abilities for a unit of instruction or subject area as defined by a recognized standard. DoDEA defines mastery as being competent in the task and non-mastery as needing task remediation.

As students complete each competency, the student or teacher should assess the student's level of performance and mark the appropriate column next to the competency. This record should be used to provide information about competencies mastered to employer, student-employee, or another school/teacher.

PTI405 18 weeks	Digital Media Creation TASKS/COMPETENCIES	Mastery	Non-Mastery
Implementing DoDEA's CTE Course Requirements			
• 001	Demonstrate DoDEA 's Workplace Readiness Skills in course activities.		
• 002	Identify issues related to the field of study that affect the environment and impact local and global communities.		
• 003	Identify Internet safety issues and procedures for complying with acceptable use standards.		
Demonstrating Knowledge of Hardware, Software, and Operating System Requirements			
• 004	Identify operating system and hardware requirements (e.g., monitor size and resolution, input devices, output devices, display devices including those used for large audiences) for digital media creation software.		
• 005	Obtain assistance via electronic and hard copy references and documentation.		
• 006	Back up files, using either the server or on removable media.		
Applying Principles of Layout and Design			
• 007	Identify rich media content.		
• 008	Apply principles of design, layout, and typography.		
• 009	Demonstrate the basic operations of the software user interface demonstrating various toolbox, panel, and menu features.		

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Planning, Composing, and Producing Digital Media for Electronic Distribution			
• 010	Incorporate audio and/or visual elements using scanned images, digital photographs, or images imported from the World Wide Web.		
• 011	Convert a document to electronic format (e.g., PDF files).		
• 012	Critique project to determine if the appropriate software and other materials were selected based on the purpose of the publication, intended audience, output format, and time and cost constraints.		
Producing Digital Media Using Presentation/Authoring Software			
• 013	Identify the components of an effective digital media project.		
• 014	Describe various output options for digital media.		
• 015	Plan and create a digital media project.		
• 016	Proofread and edit a digital media project.		
• 017	Draw and edit objects incorporating features such as fills, borders, and lines.		
• 018	Enhance a digital media with features (e.g., color, transitions, and backgrounds).		
• 019	Incorporate drawn objects into a digital media project.		
• 020	Incorporate visual elements using scanned images, digital photography, graphics, and video images.		
• 021	Incorporate digital audio elements, such as music and voice/sound clips.		
• 022	Incorporate audio and visual elements from the Internet.		
• 023	Incorporate animation techniques into a digital media project.		
• 024	Integrate a variety of software applications to create a digital media project.		
• 025	Develop a digital media project with interactive components.		
• 026	Critique the clarity and effectiveness of digital media projects.		
Designing and Creating Advanced Rich Media Content			
• 027	Incorporate prerecorded and live audio elements, such as music, voice sounds, and digital audio, into a digital media projects.		
• 028	Convert an electronic publication to digital media project.		
• 029	Research the different types of digital media available.		
Designing and Producing Web Pages			
• 030	Use programming language (e.g., HTML, JAVA) or web page creation software to create a website.		
• 031	Apply web page design features (e.g., ruled lines, lists, headings, graphics, backgrounds, frames, tables).		
• 032	Proofread, edit, and test a web site on multiple browsers and platforms.		
• 033	Place interactive elements in a web page.		
• 034	Critique a web site according to accepted web design principles.		

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Exploring Legal and Ethical Issues			
• 035	Identify and comply with copyright and patent laws pertaining to scanned images and documents, electronic clip art, recorded sounds, recorded and scanned photography, video clips, trademarks, and other elements adapted for use in digital media and web documents.		
• 036	Identify situations where scanned/digitized audiovisual elements, documents, and electronic graphics may be used legally but are ethically questionable.		
• 037	Identify and comply with licensing agreements associated with digital media and web creation software.		
Preparing for Industry Certification			
• 038	Describe the process and requirements for obtaining industry certifications related to the digital media course.		
• 039	Identify testing skills/strategies for a certification examination.		
Developing Employability Skills			
• 040	Explore careers in the digital media field.		
• 041	Create or update a portfolio.		
• 042	Investigate new and emerging trends in digital media.		