



POS Perkins Statewide Articulation Agreement Documentation Coversheet

Student Name:									
Secondary School Name: Secondary School Address:									
CTE Program of Study: CIP # _____ CIP Program Name _____									
_____ 1. CAREER AND TECHNICAL EDUCATION Technical Core Courses List Technical Core Courses only below:	_____ 2. End of Program Assessment								
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%; padding: 5px;">Grade 9</td> <td style="width: 85%;"></td> </tr> <tr> <td style="padding: 5px;">Grade 10</td> <td></td> </tr> <tr> <td style="padding: 5px;">Grade 11</td> <td></td> </tr> <tr> <td style="padding: 5px;">Grade 12</td> <td></td> </tr> </table>	Grade 9		Grade 10		Grade 11		Grade 12		<p style="text-align: center;">Check the appropriate certificate earned by this student on the CIP end of program assessment. (attach)</p> <p style="text-align: center;">_____ Pennsylvania Skills Certificate (or)</p> <p style="text-align: center;">_____ Pennsylvania Certificate of Competency</p>
Grade 9									
Grade 10									
Grade 11									
Grade 12									
Overall Grade Point Average Technical Core Courses: _____ / 4.0 Equate to GPA based on a 4.0 scale.	_____ 3. Secondary Competency Task List signed by program instructor (attach)								
Send official transcript and a copy of student diploma to postsecondary institution where student is making application for admission.	_____ 4. Industry Certification(s) if applicable, (attach)								
<p style="text-align: center;">Secondary School Representative (individual attesting to document verification)</p> Signature: _____ Print Name: _____ Title: _____ Date : _____									



Perkins Statewide Articulation Agreement

Documentation item: Secondary Competency Task List Coversheet

The Secondary School agrees to:

- A. Implement the approved PDE Program(s) of Study.
- B. Provide assessment of student competencies based upon performance standards as prescribed by the approved PDE Program of Study.
- C. Furnish documentation necessary to the Postsecondary Institution upon a student's written request. Documents should be student specific and should verify that the student meets all secondary requirements of the approved PDE Program of Study.
- D. Provide documentation to the postsecondary institution that must include each of the following items, if applicable
 - High School Diploma;
 - Official Student Transcript;
 - **Secondary Competency Task List with the signature of a secondary school technical instructor;**
 - PA Certificate of Competency or PA Skills Certificate in technical program area and
 - Industry certifications earned

Student Specific Documentation: Secondary Competency Task List

The following student qualifying for articulated credit under the Perkins Statewide Articulation Agreement has achieved proficiency on all of the approved PDE Program of Study Secondary Competency Task List items. Secondary Competency Task List is attached.

Student Name: _____

Program of Study Name: _____

Program of Study CIP number: _____


Instructor's signature: _____


Instructor's Name (Print): _____


School Name: _____


School Mailing Address: _____


School telephone number: _____

Unit/Standard Number	 pennsylvania DEPARTMENT OF EDUCATION	<u>High School Graduation Years 2015, 2016, and 2017</u>	Proficiency Level Achieved: (X) Indicates Competency Achieved to Industry Proficiency Level
	Communication Technology/Technicians & Support Services CIP 10.9999 Task Grid		
	Secondary Competency Task List		
100	COMMUNICATION TECHNOLOGY AND SAFETY PROCEDURES.		
101	Explain Communication Technology and why it is important.		
102	Demonstrate safety procedures in the field of communications technology.		
200	LEADERSHIP AND ACCOUNTABILITY SKILLS IN COMMUNICATION TECHNOLOGY.		
201	Demonstrate creative thinking, construct knowledge, and develop innovative products and processes using technology (i.e., presentations, Podcasts, Blogs, Wikis, and Forums).		
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	KNOWLEDGE OF ETHICAL, CULTURAL, AND SOCIETAL ISSUES RELATED TO COMMUNICATION TECHNOLOGY.		
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.		
400	COMMUNICATION TECHNOLOGY SYSTEMS OPERATION, INFORMATION, AND SOFTWARE.		
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.		

Unit/Standard Number	 <p data-bbox="348 126 709 204">pennsylvania DEPARTMENT OF EDUCATION</p> <p data-bbox="934 126 1587 155"><u>High School Graduation Years 2015, 2016, and 2017</u></p> <p data-bbox="331 261 1560 407">Communication Technology/Technicians & Support Services CIP 10.9999 Task Grid</p>	<p data-bbox="1707 172 1971 367">Proficiency Level Achieved: (X) Indicates Competency Achieved to Industry Proficiency Level</p>
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.	
500	COMPUTER SYSTEM SET UP.	
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.	
600	BASIC COMPUTER APPLICATIONS.	
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.	
700	ELECTRONIC COMMUNICATION APPLICATIONS.	
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."	
800	WEB COLLABORATION.	

Unit/Standard Number	 <p data-bbox="348 126 709 204">pennsylvania DEPARTMENT OF EDUCATION</p> <p data-bbox="934 126 1587 155"><u>High School Graduation Years 2015, 2016, and 2017</u></p> <p data-bbox="331 261 1560 407">Communication Technology/Technicians & Support Services CIP 10.9999 Task Grid</p>	<p data-bbox="1707 172 1971 367">Proficiency Level Achieved: (X) Indicates Competency Achieved to Industry Proficiency Level</p>
801	Create, publish and manage a supervised wiki and/or blog.	
802	Use an appropriate, supervised wiki, blog or forum to communicate with peers, experts, and other approved audiences.	
900	INFORMATION LOCATION, EVALUATION AND COLLECTION FROM A VARIETY OF SOURCES.	
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	Using an evaluation tool, evaluate a web page, and other media, such as videos, photographs, or audio documents.	
1000	WORD PROCESSING.	
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/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.	
1100	DESIGN & LAYOUT.	
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.	

Unit/Standard Number	 <p data-bbox="348 126 705 204">pennsylvania DEPARTMENT OF EDUCATION</p> <p data-bbox="934 126 1583 152"><u>High School Graduation Years 2015, 2016, and 2017</u></p> <p data-bbox="331 261 1556 407">Communication Technology/Technicians & Support Services CIP 10.9999 Task Grid</p>	<p data-bbox="1707 172 1971 367">Proficiency Level Achieved: (X) Indicates Competency Achieved to Industry Proficiency Level</p>
1200	MULTIMEDIA PRESENTATION.	
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.	
1300	PHOTOGRAPHY, CINEMATOGRAPHY, AND IMAGE CAPTURE.	
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.	
1400	COMMUNICATION NETWORK COMPONENTS.	
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.).	
1500	WEB DESIGN APPLICATIONS FOR COMMUNICATIONS TECHNOLOGY.	
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.	

Unit/Standard Number	 <p data-bbox="348 126 709 207">pennsylvania DEPARTMENT OF EDUCATION</p> <p data-bbox="934 126 1587 155"><u>High School Graduation Years 2015, 2016, and 2017</u></p> <p data-bbox="331 261 1560 407">Communication Technology/Technicians & Support Services CIP 10.9999 Task Grid</p>	<p data-bbox="1707 172 1974 370">Proficiency Level Achieved: (X) Indicates Competency Achieved to Industry Proficiency Level</p>
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.	
1600	CROSS PLATFORM CELLULAR TELEPHONE COMMUNICATION.	
1601	Create and utilize multimedia for multiplatform distribution (i.e, cell, web, mobile devices, television).	
1602	Create and utilize QR codes.	
1700	VIDEO AND AUDIO PRODUCTION.	
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, Capture, and/or Transfer media into non-linear 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.	
1800	PROJECT MANAGEMENT.	
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.	