

**MULTIMEDIA BASICS  
COURSE CODE: 2703  
STUDENT PROFILE**

<b>STUDENT'S NAME:</b>		<b>TEACHER'S NAME:</b>			
<b>School Year/Semester:</b>		<b>Grade:</b>			
<b>Begin Date:</b>		<b>Date Completed:</b>			
<p><b>Directions:</b> Document student's progress using the applicable rating scales below: Enter date of completion under the appropriate column.</p> <p>0 - Has not received instruction in this area / <b>no experience or knowledge of this task (N/A)</b>          1 - Can apply and perform <b>independently (80-100)</b>          2 - Can perform the task completely with <b>limited supervision (70-79)</b>          3 - Requires additional instruction and or <b>close supervision (60-69)</b></p>					
<b>A. SAFETY</b>		<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>
1	Review school safety policies and procedures.				
2	Review classroom safety rules and procedures.				
3	Review safety procedures for using equipment in the classroom.				
4	Identify major causes of work-related accidents in office environments.				
5	Demonstrate safety skills in an office/work environment.				
<b>B. STUDENT ORGANIZATIONS</b>		<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>
1	Identify the purpose and goals of a Career and Technology Student Organization (CTSO).				
2	Explain how CTSOs are integral parts of specific clusters, majors, and/or courses.				
3	Explain the benefits and responsibilities of being a member of a CTSO.				
4	List leadership opportunities that are available to students through participation in CTSO conferences, competitions, community service, philanthropy, and other activities.				
5	Explain how participation in CTSOs can promote lifelong benefits in other professional and civic organizations.				
<b>C. TECHNOLOGY KNOWLEDGE</b>		<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>
1	Identify proper netiquette when using e-mail, social media, and other technologies for communication purposes.				
2	Identify potential abuse and unethical uses of laptops, tablets, computers, and/or networks.				

3	Explain the consequences of social, illegal, and unethical uses of technology (e.g., cyber bullying; piracy; illegal downloading; cyberbullying; licensing infringement; inappropriate uses of software, hardware, and mobile devices in the work environment).				
4	Discuss legal issues and the terms of use related to copyright laws, fair use laws, and ethics pertaining to downloading of images, photographs, Creative Commons, documents, video, sounds, music, trademarks, and other elements for personal use.				
5	Describe ethical and legal practices of safeguarding the confidentiality of business-related information.				
<b>D. SOCIAL AND EMOTIONAL SKILLS</b>		<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>
1	Demonstrate self-awareness (e.g., independence, self-awareness, and self-advocacy).				
2	Demonstrate creativity (e.g., imaginative, inventive, divergent, and resourceful).				
3	Demonstrate problem solving (e.g., investigator, researcher, and decision maker).				
4	Demonstrate integrity (e.g., equitable, helpful, accountable, and courageous).				
5	Demonstrate motivation (e.g., self-motivated, collaborative, focused, and purposeful).				
6	Demonstrate communication skills (e.g., articulate, persuasive, audience-aware).				
7	Demonstrate information and media literacy (e.g., researcher, analyzer).				
8	Demonstrate career awareness (e.g., proactive, career-minded, career-connected).				
<b>E. DIGITAL LITERACY</b>		<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>
1	Demonstrate keyboarding speed and accuracy on a computing device.				
2	Demonstrate proper keyboarding technique when keying letters, numbers, and symbols at a rate of 25-30 words per minute				
3	Collaborate in small groups to create and edit online documents in real time (e.g. multiple users editing one document in a shared online space.)				
4	Identify and use appropriate file sharing strategies (e.g., copy and paste, links, e-mail attachments).				
5	Produce documents according to industry standards (e.g., citation styles, agendas, financial statements, resumes).				
6	Identify and use tabs in a word processing document				

	(i.e., left, right, center, decimal).				
7	Identify and use appropriate file compression techniques (e.g., zipping folders and files, image and file compression).				
<b>F. COMPUTING SYSTEMS</b>		<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>
1	Determine appropriate hardware, operating systems, and software based upon the needs of users in various career fields (e.g., computing devices used by professional video producers and students differ).				
2	Analyze the use of computing to solve relevant problems.				
<b>G. NETWORKS AND THE INTERNET</b>		<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>
1	Identify and define basic Internet terminology (e.g., World Wide Web, browsers, networks, Internet, intranet, search engine, cloud computing).				
2	Describe the uses of the Internet.				
3	Identify types of Internet connections.				
4	Identify methods to protect data, information, and computing devices across networks.				
<b>H. IMPACT OF COMPUTING</b>		<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>
1	Identify traditional and nontraditional careers that use computer science (e.g., computer science in agriculture, medical, and public safety fields).				
2	Identify and describe emerging technologies (e.g., virtual reality, robotics, animation, gaming).				
<b>I. MULTIMEDIA BASICS</b>		<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>
1	Define terms related to multimedia.				
2	Identify multimedia hardware and software components.				
3	Analyze the six formats of multimedia (i.e., tutorials, website, print media, presentation, simulation, and game).				
4	Analyze the five elements used in multimedia formats, (i.e., audio, video, graphics/images, text, and 2D animation).				
<b>J. MULTIMEDIA DESIGN PROCESS</b>		<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>
1	Identify the purpose and audience when preparing a multimedia project.				
2	Describe the process of planning, organizing, and storyboarding a multimedia project.				
3	Summarize how designers decide what type of content to include in a project, such as copyright, project fit, permissions, and licensing.				

4	Explain the multimedia design process (identify the problem, brainstorm, design, build, test and evaluate, redesign, share/present solution).				
<b>K. VISUAL DESIGN PRINCIPLES</b>		<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>
1	Demonstrate effective use of color.				
2	Demonstrate effective use of type fonts.				
3	Demonstrate effective use of graphics.				
4	Explain the term "effective white space."				
<b>L. IMAGES AND GRAPHICS</b>		<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>
1	Differentiate between raster and vector graphics.				
2	Identify various image file extensions, (e.g., TIF, JPG, PNG, GIF, etc.)				
3	Acquire digital images from various sources such as scanners/device-enabled scanners, digital cameras, cell phones, Internet/cloud (open source/royalty free), etc.				
4	Demonstrate digital image editing skills based on project requirements.				
<b>M. AUDIO</b>		<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>
1	Define various types of audio files, (e.g., wav, avi, mp3, mp4, etc.)				
2	Create audio files, (e.g. narration/voice-over).				
3	Insert audio files from various media based on project requirements.				
<b>N. VIDEO</b>		<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>
1	Define various types of video files, (e.g., mov, mpg, mp4, etc.)				
2	Create video files.				
3	Insert digital video files utilizing appropriate licensing guidelines based on project requirements.				
<b>O. ANIMATION</b>		<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>
1	Define various types of animation files.				
2	Create animated objects and symbols.				
3	Create 2-D animations.				
4	Insert animation into a thematic multimedia projects.				
<b>P. MULTIMEDIA PROJECT</b>		<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>
1	Determine the appropriate type of multimedia project based upon purpose and intended audience.				
2	Create an outline/storyboard for a presentation.				
3	Create a thematic presentation using text, charts, tables, graphics, drawing tools, audio and video capabilities, etc.				
4	Use rubrics to self-evaluate presentations.				
<b>Q. CAREERS</b>		<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>
1	Identify careers in the multimedia creation and publishing				

	industry.				
2	Identify education and training requirements for a career in multimedia creation and publishing.				