

MULTIMEDIA II

MIS03 14100

Students in Multimedia II will continue to use digital images and videos to create production and presentations using advanced skills and industry-recognized software. Students will learn advanced skills in image editing, animation, file storage, digital audio/video editing, and planning for multimedia applications for use in multimedia production including broadcasting (recorded and live), interactive media, and computer animation. The topics of careers in multimedia and copyright/fair use will also be discussed.

Credit ½ OR 1 credit
Max credit = 1

Level Grades 9-12

Prerequisite: Multimedia I

-These are the standards/competencies taken from the larger Business Education document that are the bare minimum to be covered in the class in any school using this MIS03 code.

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Standard 3	CAREER DEVELOPMENT	
CAREER READINESS EXPECTATIONS		
Topic 3.3	Relate the importance of career readiness skills to career development.	
Student Competencies		
	WORKPLACE COMMUNICATION AND COLLABORATION SKILLS	
	3.3.37	Explain how individuals contribute to a team activity and/or goal.
	3.3.41	Demonstrate appropriate telephone and e-mail etiquette.
	3.3.42	Demonstrate correct grammar, spelling, and technical writing skills.
	3.3.43	Create presentations for a specific purpose and audience using digital media and visual displays of data.
	3.3.44	Demonstrate shared responsibility for collaborative work and the value of contributions made by each team member.
	CREATIVITY, INNOVATION, AND PROBLEM SOLVING	
	3.3.45	Identify current inventions and innovators in business and industry.
	3.3.46	Use a variety of idea-generating techniques (e.g., brainstorming, mind mapping, reverse thinking).
	3.3.50	Work collaboratively in teams to create and design innovative ideas.

Standard 4	COMMUNICATION	
FOUNDATIONS OF COMMUNICATION		
Topic 4.1	Listen actively, use the communication process, read and research information, and integrate technology to enhance communication effectiveness.	
Student Competencies		
	BASIC COMMUNICATION PROCESS	
	4.1.14	Choose content appropriate for the purpose and audience.
	4.1.15	Determine whether audience is internal or external.
	4.1.22	Adapt the message for the audience’s needs.
	4.1.23	Evaluate the message to ensure it meets the purpose.
	4.1.24	Use feedback to enhance communication process.
	4.1.25	Analyze situations in which technology can impact communication.
	TECHNOLOGY	
	4.1.47	Apply proper etiquette when communicating using technology.
	4.1.48	Recognize importance of promptly, politely, and accurately responding to digital messages.
	4.1.49	Select the most efficient and effective technology tool to communicate information based on audience and context.
	4.1.51	Refine documents using spell check, thesaurus, and grammar check tools.
	4.1.52	Demonstrate video recording and editing abilities.
	4.1.53	Record, edit, and transfer audio files.

Standard 7	<i>INFORMATION TECHNOLOGY</i>	
DIGITAL CITIZENSHIP		
Topic 7.3	Demonstrate respectful, responsible, inclusive, and ethical behavior in a digital world.	
Student Competencies		
	7.3.8	Demonstrate respectful and responsible use and creation of media and technology.
	7.3.9	Demonstrate the appropriate and legal use of intellectual property.
APPLICATIONS		
Topic 7.7	Identify, evaluate, select, install, use, upgrade, troubleshoot, and customize applications.	
Student Competencies		
	7.7.2	Evaluate and select the appropriate applications to productively complete tasks.
	7.7.8	Use the collaborative features of applications to accomplish organizational tasks.

	7.7.13	Use applications to analyze data for making good business decisions.
	7.7.15	Demonstrate the transferability of skills between applications.
	7.7.18	Identify, evaluate, and select software specific to an organizational function and/or industry.
DIGITAL MEDIA		
Topic 7.8	Use, analyze, and create digital media.	
	Student Competencies	
	7.8.1	Explore current and emerging digital media.
	7.8.2	Select and apply digital media appropriate for specific tasks.
	7.8.3	Create digital media to enhance academic achievement across the curriculum.
	7.8.4	Identify and select appropriate delivery methods and tools for digital media projects.
	7.8.7	Create digital media projects collaboratively.
	7.8.8	Use elements of digital and visual literacy appropriately.
	7.8.11	Analyze the societal impacts of digital media.
	7.8.14	Evaluate and configure digital media delivery system solutions (e.g., streaming media servers, custom authored media, open media-sharing solutions).
	7.8.15	Select and integrate digital media appropriate for various platforms.
	7.8.16	Obtain digital media industry certification(s).

Standard 9	MANAGEMENT	
ETHICS AND SOCIAL RESPONSIBILITY		
Topic 9.5	Examine the role of ethics and social responsibility in decision making.	
	Student Competencies	
	ETHICS	
	9.5.1	Explain the importance of ethical standards in conducting business.
	9.5.2	Describe ethical dilemmas faced by managers.
	9.5.5	Examine a business code of ethics.
	9.5.8	Explain the relationship between ethics and governmental regulations.
	9.5.9	Identify guidelines for ethical decision making.
	9.5.10	Identify ethical considerations resulting from various situations (e.g., technological advances, global competition, employer-employee relationships, and consumer relations).