MULTIMEDIA I

MIS03 **14099**

Students in Multimedia will use digital images and videos to create meaningful documentation, production, and presentations. Images, logos, backgrounds, and navigation tools for digital display will be used in multimedia and Internet applications. The topics of image-editing, animation, file compression, digital audio/video editing, and planning for multimedia applications will also be discussed. Enhancements include proper format and appropriate use of graphics, animations, and transitions.

Credit ½ OR 1 credit
Max credit = 1

Level Grades 9-12

-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	
	3.3.35	Express thoughts and ideas succinctly and correctly using various forms of communication (e.g., oral, written, and nonverbal).
	3.3.36	Demonstrate good listening skills.
	3.3.37	Explain how individuals contribute to a team activity and/or goal.
	3.3.38	Identify ways to improve verbal and nonverbal communication.
	3.3.39	Develop effective oral communication skills that include attentive and active listening and nonverbal communication skills.
	3.3.40	Develop skills to give and receive constructive feedback.
	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.

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	
	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.
	4.1.50	Integrate functions of word processing, spreadsheets, databases, and presentation applications to various workplace scenarios.
	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	*INFORMATION TECHNOLOGY*	

DIGITAL CITIZENSHIP

Topic 7.3	**Demonstrate respectful, responsible, inclusive, and ethical behavior in a digital world.**	
	Student Competencies	
	7.3.7	Discuss basic issues related to responsible use of technology and describe personal or legal consequences of inappropriate use.
	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.

DEVICES AND COMPONENTS

Topic 7.4	**Describe current and emerging devices and components; configure, install, and upgrade equipment; diagnose problems; and repair hardware.**	
	Student Competencies	
	7.4.1	Describe interrelationships between device components and supportive applications.
	7.4.4	Compare and contrast various storage devices (e.g., local, removable, remote, cloud).

INPUT TECHNOLOGIES

Topic 7.6	**Use various input technologies to enter and manipulate information appropriately.**	
	Student Competencies	
	7.6.1	Select appropriate input technology to optimize performance.
	7.6.2	Apply a variety of input technologies to maximize productivity.
	7.6.3	Use a variety of input technologies to optimize academic and workplace performance.
	7.6.4	Create media using a variety of input technologies.

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.
	7.7.15	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).