DIGITAL MULTIMEDIA

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Room: 212

COURSE DESCRIPTION:
This course covers digital multimedia concepts and applications including but not limited to images, animation, sound, video, and various digital multimedia applications in the development, creation, editing, direction and production of multimedia and video production, Students will create a digital portfolio and other independent projects.

OBJECTIVE: Given the necessary equipment, supplies, and facilities, the student will be able to successfully complete all of the following standards.

COMPUTER REQUIREMENTS: ONE COMPUTER PER STUDENT WITH INTERNET ACCESS

CREDIT: 1/2 Carnegie unit

REQUIRED MATERIALS:
- 1 GB or larger Flash drive
- 20-lb.laser printer paper
- Notebook for taking notes

COMPETENCIES/OBJECTIVES:
A. SAFETY
   The student will be able to:
   1. Identify major causes of work-related accidents in offices.
   2. Describe the threat of viruses to a computer network, methods of avoiding attacks, and options in dealing with virus attacks.
   3. Identify potential abuse and unethical uses of computers and networks.
   4. Explain the consequences of illegal, social, and unethical uses of information technologies, e.g., piracy; illegal downloading; licensing infringement
   5. Discuss negative social issues related to use of the Internet.
   6. Differentiate between freeware, shareware, and public domain software copyrights.
   7. Identify Internet etiquette including the use of email, social networking, blogs, texting, and chatting.
   8. Discuss computer crimes, terms of use, and legal issues such as copyright laws, fair use laws, and ethics pertaining to scanned and downloaded clip art images, photographs, documents, video, recorded sounds and music, trademarks, and other elements for use in Web publications.

B. INTRODUCTION TO DIGITAL MULTIMEDIA

The student will be able to:
1. Define terms related to digital multimedia.
2. Identify the digital multimedia components.
3. Identify uses of digital multimedia.
4. Define and adhere to appropriate copyright regulations and ethical computing standards.

C. BASICS FOR MULTIMEDIA PROJECTS
   The student will be able to:
   1. Distinguish between presentation and authoring software.
   2. List key features of presentation software programs.
   3. List key features of authoring software programs.
   4. List key features of graphics software programs.
   5. Describe the process of planning, organizing, and storyboarding a multimedia project.
   6. Demonstrate the use of directory structure.
   7. Identify multimedia objects and related resources.
   8. Compress and decompress saved files.

D. D. DIGITAL IMAGING
   The student will be able to:
   1. Define various types of graphic file formats.
   2. Acquire digital image from sources such as scanner, digital cameras, camcorder, Internet, etc.
   3. List factors that affect quality imaging.
   4. Edit a digital image.
   5. Convert various graphic file formats.
   6. Define terms related to image editing.
   7. Identify uses of digital imaging.
   8. Identify industry-recognized copyright regulations and ethical computing standards.

E. ACQUIRING IMAGES
   1. Download images from the Internet.
   2. Transfer images from removable media.
   3. Capture images using a scanner.
   4. Transfer images from a digital, video or web camera.

F. UTILIZING THE WORK AREA
   1. Use the tools.
   2. Enter values.
   3. View images.
   4. Use palettes.
   5. Use contextual menus.
   6. Use online Help.

G. EDITING IMAGES
1. Straighten an image.
2. Crop an image.
3. Adjust color balance.
4. Replace colors in an image.
5. Adjust brightness/contrast.
6. Adjust hue/saturation.
7. Apply the Unsharp Mask filter.
8. Save the image.

H. ANIMATION
The student will be able to:
1. Create an original animated short animated film.

I. AUDIO
The student will be able to:
1. Define various types of audio files.
2. Record, edit, and combine vocal and music files.
3. Download, edit, and convert audio files.
4. Insert audio files from various media in a thematic multimedia presentation.

J. DEMONSTRATING PRODUCTION PRACTICES
Manage crew and cast required for an audio-video production.
1. Monitor, review, and adjust a production schedule.
2. Define depth of field and its relationship to amount of available light
3. Identify parts of and operate a video camera.
4. Demonstrate movements of a video camera for a audio-video production.
5. Compose shots following basic composition guidelines (rule of thirds, lead/talk space, framing, etc.).
6. Follow a moving subject while keeping the subject properly framed.
7. Explain overscan and safe areas.
8. Plan studio setup.
9. Record audio using audio devices, including recorders.
10. Demonstrate use and placement of microphones.
11. Speak in front of a camera using a microphone
12. Interview a subject, both on-camera and off-camera, to get information about a chosen subject.
13. Narrate a script over footage using proper vocal techniques.
14. Shoot/record a production script.
15. Demonstrate best practices used to label and log raw footage.
16. Edit video

K. DEMONSTRATING POST-PRODUCTION PRACTICES
1. Identify basic functions and resources for editing audio and video productions.

2. Capture and edit footage with audio/video editing software.
3. Add text to video footage.
4. Define "jump cuts" and list strategies to avoid them in shooting and editing.
5. Describe procedures that prepare products for publishing/distribution.
6. List criteria upon which to analyze and critique a product.
7. Demonstrate techniques of non-linear editing.
8. Add narration, music, and sound effects.

L. VIDEO
The student will be able to:
1. Define various types of video files.
2. Record and edit in various video files.
3. Define Film/Video Genres.
4. Create a short digital film/video comprised of recorded and edited video and audio files in different genre types.

M. CAREERS
The student will be able to:
1. Identify careers in the multimedia creation and publishing industry.
2. Identify education and training requirements for a career in multimedia creation and publishing.
3. Use the Internet to research a career related to the field of multimedia.
4. Create a multimedia presentation using the results of the career research.

GRADING SCALE:
A 93-100
B 85-92
C 80-84
Below Proficiency Less than 80

GRADE DETERMINATION:
Quarter grades will be determined using the following:
Tests and Project based Tests – 45%   Quizzes – 35%   Daily/Class Work – 20%

Final Grades will be determined using the following:
1st Quarter – 50% 2nd Quarter – 50% Final Exam – 10%

COURSE POLICIES AND PROCEDURES
Student Conduct in Class
Every student is expected to abide by the GTCHS code of conduct as written in the Student Handbook. The Code will be consistently followed. Any student behavior that is disruptive to the educational process and the learning atmosphere of all learners in the classroom will be handled in accordance with the GTCHS Student Handbook. Any acts of classroom disruption or violation of computer lab policies may result in disciplinary action.

Electronic Devices in Class
Cellular phones, iPods, and headphones or earphones, or any other electronic devices are prohibited in the classroom **except when permitted by Ms. Rhodes specifically for curriculum purposes**! They can become a disruption to the educational process. Any of these devices that are visible or are in use during class may be collected by the teacher.

Test Policy
Major tests will be announced in class in advance. Make-up exams that require PC use will be given during academic assistance. Written tests may be made up during the Friday afterschool retesting session. You must attend AA in or to retest on any material. It is the **student's responsibility to make-up all test within 7 calendar days, not 7 class meetings.**

Tardies and Absences
All students are expected to be in class on time. If you are absent or late (whether excused or unexcused), it is your responsibility to get class notes, handouts, lab assignments, and any other information that was covered while you were gone. When you have an excused absence from class and an assignment was due the day you were absent, the work may be turned in at the beginning of the next scheduled class meeting. Keep your teacher informed when you are having a problem with attendance.

Academic Honesty
Students assume full responsibility for the integrity of all work turned in to the teacher. Each student is expected to uphold the school's standard of conduct relating to academic honesty. You are guilty of violating the honor code if you:
- Use the work of others and represent it as your own (plagiarism)
- Obtain unauthorized assistance for any academic work
- Give unauthorized assistance to other students who will represent your work as theirs
- Fail to appropriately document resources of material obtained in research
- Get unauthorized assistance from other students, methods, or media when taking a test or other assessment

The penalty for violating the honor code is severe. If you are unclear about whether a particular action or situation may constitute an honor code violation, you should meet with your instructor to discuss the situation. Any student violating the honor code will receive disciplinary action referenced in the GTCHS Student Handbook.

Office Hours

Office hours consist of one, one-hour session each week: Monday 2:30-3:30 p.m. *include session days.* The sign-up sheet will be posted inside the classroom near my desk. It is the student's responsibility to sign up to see me during office hours when he/she needs extra help. Office hours are a time for students to ask questions and receive extra practice. This is not a time for make-up work to be done. If there is a conflict, it is the student's responsibility to make other arrangements with me.

Make-up Work
If you are absent from class, you have five (5) school days (not class meetings) after your return to school to make up missed work. No make-up work will be accepted after this time. Work not turned in on time for any reason other than absence will not be accepted late.

Self-correction
You will have the opportunity to improve your grade on certain assessments through self-correction. I will provide details as these opportunities become available.

Smart Center
The Smart Center provides tutoring for students who want extra help Monday-Thursday, 2:30-5:30 in the MPR. The cost of attending Smart Center for a year is 120.00. Contact Mr. Gillespie (Room 205, kgillespie@gtchs.org) for more information.