

Design, Multimedia, and Web Technologies / 6630

Time Frame	SOL Objective/ Competency	Essential Understandings/Questions	Essential Knowledge/Skills
1st Quarter (First 4½ Weeks)	<ul style="list-style-type: none"> • 43-51 	<ul style="list-style-type: none"> • Design and Create Desktop Published Projects 	<ul style="list-style-type: none"> • 043 Create original content for a desktop-published project. • 044 Proofread and edit text for format, style, correctness, and clarity, using standard proofreader's symbols. • 045 Import text, graphics, tables, and charts for use in a desktop-published project. • 046 Use time-saving features of desktop publishing programs. • 047 Create multi-page and multi-column documents. • 048 Create a variety of desktop-published documents. • 049 Create a document in a format appropriate for electronic distribution. • 050 Convert a document to electronic format. • 051 Critique a project to determine whether it meets the designated guidelines.

Time Frame	SOL Objective/ Competency	Essential Understandings/Qu estions	Essential Knowledge/Skills
2nd Quarter (Second 4½ Weeks)	<ul style="list-style-type: none"> • 43-51 • 52-62 	<ul style="list-style-type: none"> • Design and Create Desktop Published Projects • Design and Create Multimedia Presentations/Projects 	<ul style="list-style-type: none"> • 043 Create original content for a desktop-published project. • 044 Proofread and edit text for format, style, correctness, and clarity, using standard proofreader’s symbols. • 045 Import text, graphics, tables, and charts for use in a desktop-published project. • 046 Use time-saving features of desktop publishing programs. • 047 Create multi-page and multi-column documents. • 048 Create a variety of desktop-published documents. • 049 Create a document in a format appropriate for electronic distribution. • 050 Convert a document to electronic format. • 051 Critique a project to determine whether it meets the designated guidelines. • 052 Identify the components of an effective multimedia project. • 053 Create a multimedia project. • 054 Use master slides, templates, and/or themes. • 055 Create an object, using graphic design software. • 056 Incorporate charts, graphs, and/or tables into a multimedia project. • 057 Enhance a multimedia project with advanced features. • 058 Incorporate elements from other sources into a multimedia project. • 059 Edit a multimedia project. • 060 Create handouts and/or other visuals for a multimedia presentation. • 061 Deliver a multimedia presentation. • 062 Critique a multimedia presentation to determine whether it meets the designated guidelines.

Time Frame	SOL Objective/Competency	Essential Understandings/Questions	Essential Knowledge/Skills
3rd Quarter (Third 4½ Weeks)	<ul style="list-style-type: none"> • 52-62 • 63-72 	<ul style="list-style-type: none"> • Design and Create Multimedia Presentations/Projects • Design and create websites 	<ul style="list-style-type: none"> • 052 Identify the components of an effective multimedia project. • 053 Create a multimedia project. • 054 Use master slides, templates, and/or themes. • 055 Create an object, using graphic design software. • 056 Incorporate charts, graphs, and/or tables into a multimedia project. • 057 Enhance a multimedia project with advanced features. • 058 Incorporate elements from other sources into a multimedia project. • 059 Edit a multimedia project. • 060 Create handouts and/or other visuals for a multimedia presentation. • 061 Deliver a multimedia presentation. • 062 Critique a multimedia presentation to determine whether it meets the designated guidelines. • 063 Evaluate the methods of creating Web sites. • 064 Apply structural requirements (information architecture) for development of a Web site. • 065 Create a Web site, using Web site design software or programming language. • 066 Apply Web site design features. • 067 Create hyperlinks. • 068 Proofread and edit a Web site. • 069 Test a Web site. • 070 Explain or demonstrate publishing, updating, and maintaining a Web site. • 071 Describe methods for achieving Web site recognition. • 072 Critique a Web site according to accepted Web site design principles.

Time Frame	SOL Objective/ Competency	Essential Understandings/Questions	Essential Knowledge/Skills
4th Quarter (Last 4½ Weeks)	<ul style="list-style-type: none"> • 63-72 	<ul style="list-style-type: none"> • Design and create websites 	<ul style="list-style-type: none"> • 063 Evaluate the methods of creating Web sites. • 064 Apply structural requirements (information architecture) for development of a Web site. • 065 Create a Web site, using Web site design software or programming language. • 066 Apply Web site design features. • 067 Create hyperlinks. • 068 Proofread and edit a Web site. • 069 Test a Web site. • 070 Explain or demonstrate publishing, updating, and maintaining a Web site. • 071 Describe methods for achieving Web site recognition.

The following competencies will be taught throughout the semester.

Time Frame	SOL Objective/Competency	Essential Understandings/Questions
All Semester	<ul style="list-style-type: none"> • 1-7 • 8-17 • 18-21 • 22-29 • 30-33 • 34-38 • 39-42 • 73-76 • 77-79 • 80-86 	<ul style="list-style-type: none"> • Demonstrate Workplace Readiness Skills: Personal Qualities and People Skills • Demonstrate Workplace Readiness Skills: Professional Knowledge and Skills • Demonstrate Workplace Readiness Skills: Technology Knowledge and Skills • Examine All Aspects of Industry • Address Elements of Student Life • Demonstrate Knowledge of Hardware, Software, and Operating Systems • Apply Principles of Layout and Design • Explore Legal and Ethical Issues • Prepare for Industry Certification • Develop Employability Skills
Essential Knowledge/Skills	<ul style="list-style-type: none"> • 001 Demonstrate positive work ethic. • 002 Demonstrate integrity. • 003 Demonstrate teamwork skills. • 004 Demonstrate self-representation skills. • 005 Demonstrate diversity awareness. • 006 Demonstrate conflict-resolution skills. • 007 Demonstrate creativity and resourcefulness • 008 Demonstrate effective speaking and listening skills. • 009 Demonstrate effective reading and writing skills. • 010 Demonstrate critical-thinking and problem-solving skills. • 011 Demonstrate healthy behaviors and safety skills. • 012 Demonstrate an understanding of workplace organizations, systems, and climates. • 013 Demonstrate lifelong-learning skills. • 014 Demonstrate job-acquisition and advancement skills. • 015 Demonstrate time-, task-, and resource-management skills. • 016 Demonstrate job-specific mathematics skills. • 017 Demonstrate customer-service skills. • 018 Demonstrate proficiency with technologies common to a specific occupation. • 019 Demonstrate information technology skills. • 020 Demonstrate an understanding of Internet use and security issues. 	

- 021 Demonstrate telecommunications skills.
- 022 Examine aspects of planning within an industry/organization.
- 023 Examine aspects of management within an industry/organization.
- 024 Examine aspects of financial responsibility within an industry/organization.
- 025 Examine technical and production skills required of workers within an industry/organization.
- 026 Examine principles of technology that underlie an industry/organization.
- 027 Examine labor issues related to an industry/organization.
- 028 Examine community issues related to an industry/organization.
- 029 Examine health, safety, and environmental issues related to an industry/organization.
- 030 Identify the purposes and goals of the student organization.
- 031 Explain the benefits and responsibilities of membership in the student organization as a student and in professional/civic organizations as an adult.
- 032 Demonstrate leadership skills through participation in student organization activities, such as meetings, programs, and projects.
- 033 Identify Internet safety issues and procedures for complying with acceptable use standards.
- 034 Compare word processing, desktop publishing, multimedia creation, and Web page creation.
- 035 Evaluate operating systems and hardware for compatibility with common software applications.
- 036 Evaluate software used in desktop publishing, multimedia creation, and Web page creation.
- 037 Use technical support to resolve problems encountered during creation of desktop-published documents and multimedia presentations/projects.
- 038 Use appropriate method to back up files
- 039 Identify project-management components.
- 040 Plan an effective design for a project.
- 041 Apply principles of design, layout, and typography appropriate for a project.
- 042 Enhance appearance of a project.
- 073 Explore security issues related to computer and Internet technology.
- 074 Describe copyright issues and laws related to creating desktop-published, multimedia, and Web site design projects.
- 075 Identify situations in which use of elements in projects is legal but may be unethical/inappropriate.
- 076 Describe licensing agreements associated with software usage.
- 077 Describe the process and requirements for obtaining industry certifications related to the Design, Multimedia, and Web Technologies course.
- 078 Identify testing skills/strategies for a certification examination.

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| | <ul style="list-style-type: none">• 079 Demonstrate ability to successfully complete selected practice examinations (e.g., practice questions similar to those on certification exams).• 080 Explore careers in the desktop publishing, multimedia, and Web site design fields.• 081 Investigate uses of desktop publishing, multimedia, and Web technologies in business and industry.• 082 Investigate new and emerging trends in desktop publishing, multimedia, and Web technologies.• 083 Create or update a résumé.• 084 Create a professional portfolio.• 085 Describe basic employment activities.• 086 Identify potential employment barriers for nontraditional groups and ways to overcome the barriers. |
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