

**DESE Model Curriculum: Multimedia** (CIP Code: 11.010)

GRADE LEVEL/UNIT TITLE: 11-12/Manage Media Files

<b>COURSE INTRODUCTION</b>			
Students will work with multimedia software to develop electronic presentations. They will learn how to manipulate text, art and graphics, photography, animation, audio, and video for presentations in various media formats.			
Course rationale: This course addresses the technological skills required of students to create effective electronic presentations for the companies employing them. The demand for multimedia knowledge and ability to apply it will continue to expand as businesses utilize multimedia functions including graphics, audio, video, web pages, and electronic presentations.			
<b>UNIT DESCRIPTION</b>	<b>SUGGESTED UNIT TIMELINE</b>		
Manage media files for organization and retrieval of various media file types.	2 classes		
	<b>CLASS PERIOD (min.)</b>		
	50		
<b>ESSENTIAL QUESTIONS</b>			
<ol style="list-style-type: none"> <li>1. What is the process of importing and exporting digital images from a variety of sources?</li> <li>2. How are multiple types of files used in multimedia applications?</li> <li>3. How can good file management impact productivity?</li> </ol>			
<b>ESSENTIAL MEASURABLE LEARNING OBJECTIVES</b>		<b>NBEA STANDARD</b>	<b>DOK</b>
1. Identify types of files used in multimedia applications (e.g., .gif, .jpg, .ai, .psd, .png, .avi, .wmv)		IT.VI.3.1	1
2. Develop electronic file management systems (project folders, file naming, etc.)		IT.III.1.1 IT.III.1.2	3
3. Download files from various sources (e.g., audio, images, video, animation)		IT.VIII.1.1 IT.VIII.1.2	2
4. Convert files to various formats (e.g., .flv to .avi, .mov to .wmv, .psd to .jpg)		IT.V.3.5	4
5. Utilize storage devices (e.g., CD/DVD, portable storage devices)		IT.II.2.5	1
6. Manage electronic file storage/transfer (online, Bluetooth, etc.)		IT.III.1.2	2
<b>OBJ. #</b>	<b>INSTRUCTIONAL STRATEGIES</b>		
2, 5, 6	1. Teacher will demonstrate organized file management system by showing students how to create folders in various storage locations.		
1, 3	2. Teacher will lead students through the identification and understanding of various file types using presentation software.		
4	3. Teacher will lead students through the process of converting files from one format to another by demonstration.		

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OBJ. #	INSTRUCTIONAL ACTIVITIES
2, 5, 6	1. Student will create an appropriate file management system for organizing and storing files in multiple locations such as a hard drive and flash drives, cloud storage, etc. <i>File Management Exercise.doc</i>
1, 3	2. Compare and contrast and download a variety of file types found on a variety of web pages.
4	3. Students will utilize appropriate software for converting files from one format to another.