

***LEARNING MEDIA DESIGN WITH ADOBE® CS3,
LEARNING WEB DESIGN WITH ADOBE® CS3, and
LEARNING WEB PAGE DESIGN WITH ADOBE® DREAMWEAVER® CS3***

A. SAFETY

The student will be able to:

1. Identify good work attitudes that affect safety on the job.

Safety is an important workplace issue for all types of businesses. The Occupational Safety & Health Administration (OSHA: <http://www.osha.org>) is a branch of the U.S. Department of Labor, responsible for assuring the safety and health of America's workers. OSHA sets the standards for on the job safety that every business in the United States is required to follow. Many companies have their own safety standards, and provide education for employees on proper behavior and precautions that should be followed in order to prevent accidents. Good work attitudes, such as being alert and cooperative, can help to ensure safety and accident prevention. Employees should always remain aware of changes in conditions or practices at a worksite that may affect their safety.

2. Identify major causes of work-related accidents in offices.

Work-related accidents in an office may include incidents such as falls, repetitive stress injuries, or back strain. Causes for office accidents such as these may include carelessness or negligence, working long hours without taking breaks, and improper posture while working at a computer or workstation. Office accidents can be quite costly to a business due to lost productivity, worker's compensation, or insurance claims. Employers can lessen the risks of many of these accidents by providing employees with a working environment that is safe and ergonomically sound.

3. Demonstrate knowledge of an emergency plan.

Many companies institute plans and procedures to follow in case of an emergency. OSHA recommends that employers develop an emergency action plan to help ensure the safety of all employees. The plan should include selecting and training individuals who would coordinate an evacuation plan, should an emergency evacuation become necessary. Employees should be educated on the various types of emergencies that might occur in the workplace and trained on the proper course of action.

4. Describe the threat of viruses to a computer network, methods of avoiding attacks, and options in dealing with a virus attack.

Computer viruses can cripple a computer network, disabling some or all computers connected to the network and possibly destroying critical data. Installing anti-virus and anti-spyware software, maintaining an up-to-date subscription for virus definitions, and adding a firewall program is essential for protecting data. In some cases, it may be necessary to contact the software vendor for virus updates if a new threat occurs for which there is no virus definition.

If you suspect that your computer may have been infected with a virus, you should unplug your computer from the office network (if applicable) and seek immediate assistance from the network administrator, who will likely run a virus scanner program to determine the problem. All computer users should maintain regular computer backups to protect data in the event of a virus attack.

5. *Identify potential abuse and unethical uses of computers and networks.*

As computers, networks, and Internet usage have become more prevalent in homes and businesses, computer crime has been on the rise. Some examples of computer crime include identity or information theft, software piracy, computer hacking, ATM scams, virus sabotage, Internet fraud, and the actual theft of notebook computers and handheld devices that contain personal information. Some ways to help prevent these abuses include: using secure passwords that you change frequently; avoiding opening e-mails or e-mail attachments from strangers; installing (and updating) anti-virus, anti-spyware, and firewall programs; maintaining a system of regular backups of your important data; and encrypting online documents.

B. STUDENT ORGANIZATIONS

The student will be able to:

1. *Explain how related student organizations are integral parts of career and technology courses.*

Many student organizations are specifically designed to provide business and technology students with education, job opportunities, community service, and real-world experience. Some are local groups, such as a Technology Club which might teach classes at a senior center, and others are national organizations, such as Business Professionals of America (BPA: <http://www.bpa.org/>), which sponsor conferences and competitions.

2. *Explain the goals and objectives of related student organizations.*

Student organizations encourage leadership skills and teamwork. Some examples of related student organizations include Future Business Leaders of America (FBLA: <http://www.fbla-pbl.org/>) and Delta Epsilon Chi (DECA: <http://www.deca.org/>). The primary goal of FBLA, which is the largest business career student organization in the world, is to prepare students for careers in business and business-related fields. The main objective of DECA is to develop future leaders in the areas of marketing, management, and entrepreneurship.

3. *List opportunities available to students through participation in related student organization conferences and other activities.*

Through organizations such as FBLA and DECA, students may attend local and regional conferences or other activities that enable them to meet their fellow members and officers, attend workshops, learn more about career topics of interest, compete in events with their peers, obtain scholarships, and benefit from networking opportunities.

4. *Explain how participation in career and technology education student organizations can promote lifelong responsibility for community service and professional development.*

Participation in student organizations that relate to career and technology education can help students develop real-world communication, leadership, and teamwork skills. The knowledge and experience conveyed by the teachers, mentors, and advisors of these organizations assists students in their transition from school into their professional careers and community service work.

T. RESEARCHING CAREERS IN THE DIGITAL IMAGING INDUSTRY

The student will be able to:

1. *Identify careers in the digital imaging industry.*

Some careers in the rapidly-growing field of digital imaging include the following (salary ranges are approximate):

Web Designer – A Web designer uses graphic design software to create, design, and produce Web promotions using creative elements and layouts that often include assigned materials (\$35-51K).

Photo Editor (Web) – A photo editor for Web content researches and approves photos, and uses emerging technologies to digitize images for use with online content (\$51-68K).

Digital Imaging Technician – A digital imaging technician scans, captures, and optimizes images, and also maintains digital imaging and color management protocols (\$42-58K).

Graphic Artist/Designer – Includes *multimedia artists and animators* who work with animation and special effects for use in products, movies, or videos; *graphic designers* who create or design graphics for commercial or promotional needs; and *desktop publishers* who use computer software to produce publications (\$31-46K).

Professional Photographer – A professional photographer creates and prepares photographic images for a variety of publishing mediums (\$42-61K).

Videographer – A videographer integrates video and audio capabilities, edits footage, and operates and maintains video and audio equipment (\$43-75K).

Many careers in this industry require a two-year or four-year college degree in the related field, knowledge of photography and digital imaging application software, and awareness of new digital imaging trends and technologies.

