e-Quals Unit Syllabus

Level 2 Designing and creating multimedia presentations

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Unit 030 Designing and creating multimedia presentations

Syllabus Overview

Rationale

The aim of this unit is to provide candidates with an intermediate level of skills and knowledge to competently prepare for, and perform a variety of *multimedia presentation related tasks* using Information and Communication Technologies (ICT). Candidates will develop a more demanding understanding of the presentation application and the operating system in everyday usage and the ability to work in a generally unsupervised role solving issues competently without direction.

Note:

The multimedia presentation is to be created using appropriate software designed for this purpose (eg suitable presentation software, multimedia authoring software) rather than tools specifically designed to create web pages. The web is a suitable method for delivery however.

Learning outcomes

There are **six** outcomes to this unit. The candidate will be able to:

- Understand multimedia concepts
- Design multimedia presentations
- Gathering resources
- Implement multimedia presentations
- Test multimedia presentations
- Evaluate multimedia presentations

Guided learning hours

It is recommended that 60 hours should be allocated for this unit. This may be on a full time or part time basis.

Connections with other qualifications

This unit contributes towards the knowledge and understanding required for the following qualifications:

IT Users N/SVQ (iTQ) Level 2

Outcome	Unit	
1, 2, 3	201	Make selective use of IT 2
1, 2, 3, 4, 5	202	Operate a computer 2
1, 2, 3	203	IT troubleshooting for IT 2
1, 2, 3	204	IT maintenance for users 2
1, 2, 3	205	IT security for users 2
1, 2, 3, 4, 5	206	Internets and intranets 2
1, 2	208	Wordprocessing software 2
1, 2, 3, 4, 5	211	Website software 2
1, 2, 3, 4	212	Artwork and imaging software 2

1, 2, 3	213	Presentation software 2
1, 2	214	Specialist or bespoke software 2
1, 2, 3, 4, 5	215	Evaluate the impact of IT 2
1, 2, 3, 4, 5	217	Use IT systems 2
2, 3	218	Use IT to exchange information 2

Key Skills

This unit contributes towards the Key Skills in the following areas:

Application of number	
Communication	C 2.3
IT	IT 2.1, IT 2.2, IT 2.3
Working with others	
Problem solving	PS 2.1, PS 2.2
Improving own learning	

Assessment and grading

Assessment will be by means of a **set assignment** covering both practical activities and underpinning knowledge.

Unit 030 Designing and creating multimedia presentations

Outcome 1 Understand multimedia concepts

Practical activities
The candidate will be able to:

1 identify the target audience of presentations: (television advertisement, removable/portable or optical disk based marketing promotional presentation, interactive presentation/learning)

2 explain the purpose of presentations. (television advertisement, removable/portable or optical disk based marketing, promotional presentation, interactive presentation/learning)

3 identify and describe the various components of presentations eg text, graphics (still and animated), sound and video.

Underpinning knowledge
The candidate will be able to:

1 describe what is meant by the term 'multimedia'

2 state what is meant by the term 'target audience'

3 describe why it is important to have copyright control on multimedia assets or resources

4 state the specifications of a suitable computer (speed, capacity) and list peripherals necessary eg monitor(VDU), projector, scanner, digital camera, sound recording equipment, video equipment, for creating multimedia presentations.

Unit 030 Designing and creating multimedia presentations

Outcome 2 Design multimedia presentations

Practical activities
The candidate will be able to:

1 create 'Terms of Reference' for clients to include:

- a a statement of the requirements
- b a design for the multimedia presentation using a suitable methodology such as storyboarding.
- c a style sheet describing the formats of text and paragraphs (font style, font type, font colour, paragraph indents, line spacing, etc.) to promote consistency within the presentation.
- d an appropriate structure diagram demonstrating the linking structure of the multimedia presentation
- e a resources project plan for the incremental development of a multimedia presentation including the gathering of suitable resources.

Underpinning knowledge
The candidate will be able to:

1 explain the relevance, importance and contents of a 'Terms of Reference', when creating a multimedia presentation for a third party

2 explain the merits of different page layout styles for given presentations

3 describe the constraints and limitations that must be considered when producing a multimedia presentation

- a storage space for method of distribution
- b timescale of presentation
- c length of production
- d costs of production
- e hardware requirements for running a multimedia presentation
- f data transmission

4 identify different methods of structuring a multimedia presentation (linear, hierarchical).

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Outcome 3 Gathering resources

Practical activities
The candidate will be able to:

1 handle text in multimedia presentations:
   a create
   b edit
   c format
   d import text from at least two alternative file formats

2 use appropriate software to:
   a create images
   b convert image files into a format suitable for inclusion in a multimedia presentation, bitmaps eg tiff, jpeg, gif and vector images
   c prepare images eg resize, crop, alter or adjust colours, set transparency

3 use scanners to capture existing paper based images

4 create image based animations from a single or several images or drawings - eg path animation, animated .gif

5 record and edit sound files:
   a speech (eg voiceover)
   b music (eg soundtrack)

6 capture/edit or convert video.

Underpinning knowledge
The candidate will be able to:

1 describe the basic function of a **CODEC** when applied to sound and video files.

2 describe the relationship between the quality of resources (audio and video) and file size.

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Outcome 4 Implement multimedia presentations

Practical activities
The candidate will be able to:

1 create multimedia presentations that include:

- a text (formatted)
- b still image
- c still image incorporating transparency
- d animated image
- e sound file of speech
- f sound file of music
- g video file
- h navigation between screens/pages of information eg button, hyperlink, automatic on time, mouse over, hotspot, etc
- i transition between pages/screens of information

2 prepare presentations for distribution or for playing on a computer other than the one on which it was authored. Methods of distribution may include eg

- a standalone on another computer
- b distribution on optical disk
- c distribution on removable/portable media
- d distribution via intranet or internet (the World Wide Web) - as a web page or series of pages.

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Outcome 5 Test multimedia presentations

Practical activities
The candidate will be able to:

1 test and correct multimedia presentations to ensure error free operation and effective presentation, to include eg

- a spelling, grammar and punctuation
- b consistent application of style sheet
- c navigation
- d image choice, size and placement
- e playing (including the starting, stopping and length) of:
  - i image animation(s)
  - ii sound file(s)
  - iii video file(s)
- f consistency of interface design and layout.

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Outcome 6 Evaluate multimedia presentations

Practical activities
The candidate will be able to:

1 check that the multimedia presentation satisfies the 'Terms of Reference'?

2 identify ongoing maintenance or changes which keep the multimedia presentation up-to-date

3 identify potential future enhancements to multimedia presentation

4 evaluate the effectiveness of presentations in the communication of the message to its intended target audience. (television advertisement, removable/portable or optical disk based marketing, promotional presentation, interactive presentation/learning).

Unit record sheet

Use this form to track your progress through this unit.

Tick the boxes when you have covered each outcome. When they are all ticked, you are ready to be assessed.

Outcome	✓	Date
1 **Understand multimedia concepts**	☐	
2 **Design multimedia presentations**	☐	
3 **Gathering resources**	☐	
4 **Implement multimedia presentations**	☐	
5 **Test multimedia presentations**	☐	
6 **Evaluate multimedia presentations**	☐	

Candidate Signature ..... **Date** .....

City & Guilds Registration Number .....

Quality nominee (if sampled) ..... **Date** .....

Assessor Signature ..... **Date** .....

External Verifier Signature (if sampled) ..... **Date** .....

Centre Name ..... **Centre Number** .....

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