**COAAV201 AUDIO AND VISUAL CONTENTS**

**BDCPC301 - Edit audio and visual contents**

**Competence**

**RQF Level: 2 Learning Hours**

**150**

**Credits: 15**

**Sector: ICT and Multimedia**

**Trade: Computer Applications**

**Module Type: Specific**

**Curriculum: ICTCOA2001- TVET Certificate II in Computer Applications**

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| **Purpose statement** | This specific module provides the skills, knowledge and attitude for a learner to be competent in a range of routine tasks and activities. Upon completion of this module the learner will be able to apply the practical skills in basic Audio, video and image files manipulation. | | | | | |
| **Learning Assumed to be in Place** | * Communication skills at the workplace * Safety, Health and Environment at workplace * Computer and its peripherals | | | | | |
| **Delivery modality** | Training delivery | | 100% | Assessment | | Total 100% |
| Theoretical content | | 20% | Formative assessment | 20% | 50% |
| Practical work: | | 80% | 80% |
| * Group project and presentation | 20% |
| * Individual project /Work | 60% |
|  | | Summative Assessment | | | 50% |

Elements of Competency and Performance Criteria

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| **Elements Of Competency** | **Performance criteria** |
| **1. Introduce audio visual contents** | 1.1 Photo is well described according to its types and characteristics |
| 1.2 Audio is well described based on properties |
| 1.3 Video is well described based on its types and properties |
| **2. Prepare the workspace** | 2.1. Workspace preset are perfectly set in accordance with audio-visual contents’ properties |
| 2.2 The user interface is properly customized according to the task |
| 2.3 Layers are well created according to task to be performed |
| **3. Manipulate photo** | 3.1 Photo is properly imported and adjusted in accordance with workspace preset |
| 3.2 Photos are correctly exposed according to standard lighting and contrast |
| 3.3 Photo coloring is well applied based on color preferences |
| * 1. Photo flaws are correctly removed from an image according to customer needs |
| 3.5 Photoshop tools layout are properly used according to task. |
| 3.6 Photo is well exported to its respective directory according to file formats |
| **4. Edit audio** | 4.1 Audio files are well imported according to editing software. |
| 4.2 Audio are well manipulated using appropriate tools according to task. |
| 4.3 Audio files are well exported according to required audio formats. |
| **5. Edit video** | 5.1 video files are well imported according to editing software. |
| 5.2 video files are well manipulated using appropriate tools according to task. |
| 5.3 video files are well exported according to required video file formats. |
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**Course contents**

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| **Learning outcomes:** | **At the end of the module the learner will be able to:**   1. Introduce audio and visual contents 2. Prepare the workspace 3. Manipulate photo 4. Edit audio and video |

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| **Learning outcome 1: Introduce audio and visual contents** | | **Learning hours: 25** |
| **Indicative content** | | |
| * Description of photo * Definition * Types of photos * Landscape (wild life, seascapes, cityscapes, skyscapes) * Portrait (group photo, glamour photo, candid, lifestyle) * Parts of an image * Foreground * Middle ground * Background * Image file formats * Image size (ANSI, US, Customized) * Image resolution * Image status * Basic principles of photo editing * Lines * Symmetry * Cropping * Contrast * Sharpening * Colours * Emphasis * Retouching * Reshaping * Photo editing software * Photoshop * Photo affinity * Skin finer * Light room * Description of audio * Definition * Audio file formats * Audio channels * Audio volume adjustment * Tempo * Basic principles of audio editing   + Noise reduction   + Right transitions and effects   + Right volume * Audio editing software * Adobe audition * Virtual DJ * Audacity * Description of video * Basic video editing terminologies * Video file formats * Video aspect ratio * Video resolution * Basic principles of video editing * Footages organization * Colour scheming * Background music * Right transitions and effects * Matching cuts * Sharp observation * Balance * Video editing software * Premiere pro * Filmora * Final cut pro | | |
| Resources required for the learning outcome | | |
| **Equipment** | * Computer | |
| **Materials** | * Internet connection * Electricity | |
| **Tools** | * External storage devices (flash disk, SSD, SD card, CD/DVD-RW, ...) * Photo Editing software (Adobe Photoshop, Adobe Light room, Skin Finer, Affinity Photo, Pixlr,) * Audio editing software (adobe audition, Audacity, virtual DJ) * Video editing software (adobe premiere pro, filmora) | |
| **Facilitation techniques** | * + Demonstration   + Group discussion   + Brainstorming | |
| **Formative assessment methods** | * Written assessment * Oral presentation | |

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| **Learning outcome 2: Prepare the workspace** | | **Learning hours: 40** |
| **Indicative content** | | |
| * + Preparing workspace preset * Set image size * Adjust image resolution * Choose colour mode * Select image orientation   + Customizing the user interface * Window tab * Activate Colour panel * Activate character style panel * Activate Layers panel * View tab * Activate ruler * Activate gridlines   + Creating layers * Layer opacity and fill * Layer unlocking * Layer mask * Layers flattening * Layers Grouping * Adjustment layer * Blending modes | | |
| Resources required for the indicative content | | |
| **Equipment** | * Computer | |
| **Materials** | * Internet connection * Electricity * Cleaning equipment (Foam, etc) | |
| **Tools** | * External storage devices (flash disk, SSD, SD card, CD/DVD-RW, ….) * External CD/DVD Drive * Antivirus tool * Browsers * Photo Editing software (Adobe Photoshop, Adobe Light room, Skin Finer, Affinity Photo, Pixlr,) | |
| **Facilitation techniques** | * Demonstration * Individual and group work * Practical exercise * Trainer guided * Group discussion * Brainstorming | |
| **Formative assessment methods** | * Oral presentation * Performance assessment | |

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| **Learning outcome 3: Manipulate photo** | | **Learning hours: 50** |
| **Indicative content** | | |
| * Importing photo/image * Drag and drop * Open image * Place embedded * Adjusting photo in workspace preset * Image transformation * Skew * Distort * Scale * Flip * Warp * Rotate * Perspective * Adjusting exposure &contrast * Camera raw filter * Adjustment layer * Colour grading * Hue/saturation * Vibrance * White balance * Tint * Gradients * Curves * Auto tone * Removing flaws from an image * Applying dodge and burn * Spot healing * Cropping * Red eyes removal * Increasing Contrast in the Iris * Brightening the Whites of the Eyes * Retouching Skin * Removing Blemishes * Reducing or Removing Wrinkles * Removing Hot Spots * Applying Digital Makeup * Softening Skin * Portrait sharpening * Retouching Hair * Adding Highlights in hair * Changing Hair Colour * Whiten teeth * Using photoshop tools layout * Move and selection tools * Crop and slice tools * Measurement tools * Retouching and painting tools * Drawing and type tools * Navigation tools * Exporting an image * File formats * Image quality * Save image | | |
| Resources required for the indicative content | | |
| **Equipment** | * Computer * External CD-ROM * Printer | |
| **Materials** | * Electricity * Cleaning equipment (Foam, etc) * Papers * Ink | |
| **Tools** | * External storage devices (flash disk, SSD, SD card, CD/DVD-RW, ….) * Photo Editing software (Adobe Photoshop, Adobe Light room, Skin Finer, Affinity Photo, Pixlr,) | |
| **Facilitation techniques** | * Demonstration * Practical exercise * Trainer guided * Group discussion | |
| **Formative assessment methods** | * Performance assessment | |

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| **Learning outcome 4: Edit audio and video** | | **Learning hours: 35** |
| **Indicative content** | | |
| * + Importing audio files * Drag and drop * Open   + Edit audio * Edit tempo * Edit the volume * Delete * Split audio tracks * Merge audio * Transitions and effects      * + Exporting audio * Audio formats * Quality of the audio * Save the audio   + Importing video files * Drag and drop * Open   + Edit video * Edit speed * Split * transitions and effects * Add texts * Add background music   + Exporting video * Video file formats * Video resolutions * Save | | |
| Resources required for the learning outcome | | |
| **Equipment** | * External storage devices (flash disk, SSD, SD card, CD/DVD-RW, ….) * Computer | |
| **Materials** | * Electricity * CDs/DVDs * Cleaning products (Microfiber Cloth, Spray, Foam, etc) | |
| **Tools** | * Antivirus tool * Browsers * Audio editing software (Audacity, Adobe audition, Virtual DJ) * Video editing software (Adobe premiere pro, Filmora, final cut pro) | |
| **Facilitation techniques** | * + Demonstration   + Practical exercise   + Group discussion   + Tutorials   + Brainstorming | |
| **Formative assessment methods** | * Performance assessment | |

**Integrated/Summative assessment**

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| **Integrated situation**  FTER co. ltd is located in Kigali city. it offers different graphic design services, they received a command from BOOM Hotel to make one framed picture with 50x60cm size to be hung to the front desk of their office, and to make a highlight video from footages taken during their official opening ceremony. As photo and video editor, you are requested to edit that picture by correcting bad composition, bad colors and correcting bad exposure within a photo.    And also, edit footages with transitions and effects to come up with a highlight video including some background music and animated texts.  **Requirements:**   * + - Ceremony Photos are taken before starting work.     - Picture frame is given before photo manipulation.     - Ceremony video is also taken before.   Task will be performed within 3hrs.  All equipment, materials and tools are provided by company  **Resources**   |  |  | | --- | --- | | **Equipment** | * Computer * printer * speakers | | **Materials/ Consumables** | * Ink * Photo papers | | **Tools** | * Adobe photoshop and Filmora and Adobe premiere pro | | | | | | |
| **Assessable outcomes** | **Assessment criteria (Based on performance criteria)** | **Indicator** | **Observation** | | **Marks allocation** |
| **Yes** | **No** |
| **Introduce audio visual contents** | 1.2. Principles of photo, audio and video editing are well explained | Ind.1 Principles of photo editing are well applied |  |  | 4 |
| Ind.2 principles of video editing are well applied |  |  | 4 |
| Ind.3 principles of audio editing are well identified |  |  | 4 |
| 1.3 photo, audio and video editing software are well described according to their functions | Ind.1 photo editing software are well selected |  |  | 2 |
| Ind.2 Video editing software are well selected |  |  | 2 |
| Ind.3 audio editing software are well selected |  |  | 2 |
| **Prepare the workspace**  **(40%)** | 2.1 Workspace preset are perfectly set in accordance with audio-visual contents’ properties | Ind.1 image size is well set |  |  | 3 |
| Ind.2. Image resolution is well adjusted |  |  | 5 |
| Ind.3 Color mode is well chosen |  |  | 4 |
| 2.2. The user interface is properly customized | Ind.1 the user interface is properly customized |  |  | 5 |
| 2.3 Layers are well created | Ind.1 layers are well organized |  |  | 4 |
| **Manipulate photo**  **(30%)** | 3.1 Photo is properly imported and adjusted in accordance with workspace preset | Ind.1 Photo is properly imported |  |  | 5 |
| Ind.2 photo is well adjusted in workspace preset |  |  | 5 |
| 3.2 Photos are correctly exposed according to standard lighting and contrast | Ind.1 Exposure &contrast are well adjusted |  |  | 5 |
| 3.3 Photo coloring is well applied | Ind.1 Photo coloring is well applied |  |  | 3 |
| 3.4 Photo flaws are correctly removed from an image | Ind.1 photos are well retouched |  |  | 2 |
| Ind.2 photos are well cropped |  |  | 3 |
| 3.5 Paint, paths, shapes and text are properly used | Ind.1 Shapes are well applied on images |  |  | 2 |
| Ind.2 Text are well applied on images |  |  | 3 |
| 3.6 Photo is well exported to its respective directory | Ind.1 file format is correctly chosen |  |  | 4 |
| Ind.2 Image quality is well selected |  |  | 2 |
| **Edit audio** | 4.1 Audio files are well imported | Ind.1 audio file is well imported |  |  | 4 |
| 4.2 Audio files are well manipulated using appropriate tools. | Ind.2 the volume of the audio is well adjusted |  |  | 2 |
| Ind.3 the audio files are well merge |  |  | 2 |
| 4.3 Audio files are well exported | Ind.1 audio file format is well selected |  |  | 2 |
| Ind.2 audio quality is well chosen |  |  | 2 |
| **Learning outcome 5. Edit audio and video** | 5.1 video files are well imported | Ind.1 video files are well imported |  |  | 3 |
| 2.2 video files are well manipulated using appropriate tools. | Ind.3 transitions and effects are well used |  |  | 2 |
| Ind.2 texts are perfectly added |  |  | 3 |
| Ind.3 Background music is well added |  |  | 2 |
| 5.3 video files are well exported | Ind.1. Video file format is well selected |  |  | 2 |
| Video resolutions are perfectly chosen |  |  | 3 |
| **Total marks** | | **100** | | | |
| **Percentage Weightage** | | **100%** | | | |
| **Minimum Passing line % (Aggregate): 70%** | | | | | |

References:

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4. <https://blog.landr.com/audio-editing-tips/>
5. <https://www.pdf-tutorial.com/graphics/610-photoshop-basic-photo-editing>
6. <https://www.fmopa.org/elements-and-principles-of-photography/>