

National Unit Specification: general information

UNIT Multimedia Applications (Access 3)

NUMBER DF34 09

CLUSTER Computing Studies (Access 3)

SUMMARY

This Unit is designed to develop knowledge and understanding of the principles of multimedia application software and develop practical skills in the use of contemporary hardware and multimedia software. This knowledge and understanding, combined with practical skills, may then be applied by the candidate to solve problems related to multimedia applications. It is designed for candidates undertaking the Access 3 Computing Studies Cluster, but is also suitable for anyone wishing to develop basic competence in handling multimedia elements, and using presentation, desktop publishing and web authoring software.

OUTCOMES

1. Demonstrate knowledge and understanding of the principles, features and purposes of multimedia application software and hardware.
2. Demonstrate practical skills in the use of multimedia software and hardware.

RECOMMENDED ENTRY

Entry is at the discretion of the centre, candidates doing this Unit do not need any prior experience, knowledge or qualification in Computing Studies.

Administrative Information

Superclass: CE

Publication date: April 2004

Source: Scottish Qualifications Authority

Version: 01

© Scottish Qualifications Authority 2004

This publication may be reproduced in whole or in part for educational purposes provided that no profit is derived from reproduction and that, if reproduced in part, the source is acknowledged.

Additional copies of this Unit Specification can be purchased from the Scottish Qualifications Authority. The cost for each Unit Specification is £2.50. (A handling charge of £1.95 will apply to all orders for priced items.)

National Unit Specification: general information (cont)

UNIT Multimedia Applications (Access 3)

CREDIT VALUE

1 credit at Access 3 (6 SCQF credit points at SCQF level 3*).

**SCQF credit points are used to allocate credit to qualifications in the Scottish Credit and Qualifications Framework (SCQF). Each qualification in the Framework is allocated a number of SCQF credit points at an SCQF level. There are 12 SCQF levels, ranging from Access 1 to Doctorates.*

CORE SKILLS

This Unit gives automatic certification of the following:

Complete Core Skills for the Unit: Information Technology Access 3

National Unit Specification: statement of standards

UNIT Multimedia Applications (Access 3)

Acceptable performance in this Unit will be the satisfactory achievement of the standards set out in this part of the Unit Specification. All sections of the statement of standards are mandatory and cannot be altered without reference to the Scottish Qualifications Authority.

OUTCOME 1

Demonstrate knowledge and understanding of the principles, features and purposes of multimedia application software and hardware.

Performance Criteria

- a) Basic multimedia terminology is used appropriately.
- b) Descriptions and identifications are technically accurate and concise.

Evidence Requirements

Written or oral evidence that the candidate can describe and explain the principles, features and purposes of multimedia software and hardware. Evidence should be obtained using a knowledge test set at an appropriate point or points in the unit, under examination conditions. The test(s), lasting no more than 45 minutes, must sample content in each of the following areas:

- ◆ uses of a multimedia software
- ◆ hardware factors
- ◆ features of multimedia software

(The content statements are also reproduced for convenience as a table in the support notes for this Unit.)

The standard to be applied is illustrated in the National Assessment Bank items available for this Unit. If a centre wishes to design its own assessments for this Unit, they should be of a comparable standard.

National Unit Specification: statement of standards (cont)

UNIT Multimedia Applications (Access 3)

OUTCOME 2

Demonstrate practical skills in the use of multimedia software and hardware.

Performance Criteria

- a) Multimedia hardware is used with guidance to capture graphics.
- b) Desktop publishing and presentation software are used with guidance to create simple multimedia documents.
- c) Documents created incorporate text and graphics.
- d) Multimedia games or encyclopaedias are used with guidance.

Evidence Requirements

Observation checklist showing that the candidate has carried out practical activities in the following contexts:

- ◆ use of multimedia games or encyclopaedias
- ◆ data capture (graphics)

and the following types of software:

- ◆ presentation software
- ◆ desktop publishing software

Hard copy evidence should be provided for **both** types of software:

These practical skills may all be demonstrated in a single extended task, or a number of smaller tasks. The candidate will be allowed access to books, notes, online help and teacher guidance while completing the task(s).

The standard to be applied is illustrated in the National Assessment Bank items available for this Unit. If a centre wishes to design its own assessments for this Unit, they should be of a comparable standard.

National Unit Specification: support notes

UNIT Multimedia Applications (Access 3)

This part of the Unit Specification is offered as guidance.

While the exact time allocated to this Unit is at the discretion of the centre, the notional design length is 40 hours.

GUIDANCE ON THE CONTENT AND CONTEXT FOR THIS UNIT

The content for this Unit is detailed below (and also in the National Course Specifications: Course details.)

Content Statement: Uses of multimedia software
Description of uses of multimedia software: <ul style="list-style-type: none">◆ games◆ multimedia encyclopaedias◆ presentations◆ web pages
Content Statement: Hardware Factors
Identification of the hardware devices for: <ul style="list-style-type: none">◆ capturing text: (keyboard, mouse)◆ capturing graphics: (scanner, digital camera)◆ capturing audio: (microphone)
Identification of hardware required and method of obtaining text/graphics/audio from the World Wide Web
Identification of the following backing storage media: <ul style="list-style-type: none">◆ hard disk◆ floppy disk◆ CD-ROM◆ CD-R◆ CD-RW
Identification of common file types: <ul style="list-style-type: none">◆ text◆ graphics◆ video◆ sound

National Unit Specification: support notes (cont)

UNIT Multimedia Applications (Access 3)

Content Statement: Features of Multimedia Software
Identification of the following types of multimedia applications: <ul style="list-style-type: none">◆ presentation◆ desktop publishing
Identification of the following skills in each of the above applications: <ul style="list-style-type: none">◆ creating a new document◆ using a template◆ inserting text◆ inserting graphic/photograph◆ page formatting (landscape/portrait/margins/paper size)◆ saving◆ printing
Identification of the facilities of software: text <ul style="list-style-type: none">◆ font, size, style (italics, underline, bold), colour, tabs◆ justify text (left, right, full, centre)◆ use bullet points graphic <ul style="list-style-type: none">◆ scale (resize)◆ crop◆ rotate◆ colour

National Unit Specification: support notes (cont)

UNIT Multimedia Applications (Access 3)

GUIDANCE ON LEARNING AND TEACHING APPROACHES FOR THIS UNIT

Candidates will require individual access to appropriate computer hardware and software throughout this Unit.

The two Outcomes should be delivered in an integrated way rather than sequentially. For Outcome 2, one practical activity should be taught and used to illustrate and exemplify the knowledge and understanding required for Outcome 1.

The amount of time spent on each area of content will vary depending on the teaching methodology used and the ability and prior experience of the candidates. However, the following times are suggested as a rough guide:

uses of multimedia software	6 hours
data capture	6 hours
features of a multimedia document	4 hours
presentation software	10 hours
desktop publishing software	10 hours

1½ hours should be set aside to:

- ◆ administer the Outcome 1 test
- ◆ gather evidence for Outcome 2

A further 2½ hours is allowed for remediation and re-assessment if required.

If the Unit is delivered as part of a Cluster, the Cluster documentation will provide further information on teaching and learning in a Cluster context, including the identification of a number of ‘themes’ to facilitate holistic learning across the Cluster.

National Unit Specification: support notes (cont)

UNIT Multimedia Applications (Access 3)

GUIDANCE ON APPROACHES TO ASSESSMENT FOR THIS UNIT

National Assessment Bank tests have been created specifically to assess Outcome 1 of the Unit. This assessment consists of a closed book test, and must be conducted under examination conditions. In order to gain success in this Outcome, the candidate must achieve at least the cut-off score for the test. If a centre wished to design its own assessments for this Unit, they should be of a comparable standard.

Outcome 2 requires the candidate to demonstrate practical skills while using contemporary hardware and software. These practical skills may be demonstrated in a single extended task or a number of relatively small tasks. The task(s) will normally be undertaken by the candidate as part of the teaching and learning activities of the Unit, rather than as separate formal assessment activities. The candidate will be allowed access to books, notes, online help and tutor guidance while completing the task(s). The practical skills should be demonstrated in the context defined in the content statements.

To gain success in this Outcome, the candidate must demonstrate practical skills in the following contexts:

- ◆ use of multimedia games or encyclopaedia
 - ◆ data capture (graphics)
- and the following types of software:
- ◆ presentation software
 - ◆ desktop publishing software

Hard copy evidence should be provided for both types of software. A single page of output from each type of software showing appropriate level of practical skill is sufficient.

A pro-forma observation checklist for Outcome 2 is provided in the National Assessment Bank materials.

All evidence for Outcome 2 should be gathered under 'open book' conditions and must be retained by the centre. The assessment of this Unit is subject to moderation by SQA.

SPECIAL NEEDS

This Unit Specification is intended to ensure that there are no artificial barriers to learning or assessment. Special needs of individual candidates should be taken into account when planning learning experiences, selecting assessment instruments or considering special alternative Outcomes for Units. For information on these, please refer to the SQA document *Guidance on Special Assessment Arrangements* (SQA, September, 2003).