National Diploma Qualification level – 5

"Media Production"

(Curriculum)

National Vocational and Technical Training Commission (NAVTTC)

Government of Pakistan

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1.   Introduction

Media and film production are the most popular field in current century. There Is a highest overall job-market demand in different fields of media. Every field has variety of opportunities for individual. The course surveys the main topics in the field and introduces students to a variety of analytical perspectives. Media Studies covers all the formats related to Television and Film production such as drama, music programs, news, documentaries etc. This course will cover Video Editing, Postproduction, Audio Editing, Graphics and Compositing, Script Writing, Photography, Cinematography, Videography, Production and Direction etc.

This qualification is an industry recognized credential which helps trainees to excel in designing career—providing benefits to both individual and employer. This qualification provides reliable validation of skills and knowledge and can lead to accelerated professional development, improved productivity, and enhanced credibility. To meet Job Market Demand there is a need to strengthen and promote productive working relationship between the training providers and the industry to enhance quality of training delivery, enterprise competitiveness and access to decent employment. Provision contained in existing National Vocational Qualification Framework (NVQF) for various qualifications inter alia Media production trade has been identified for review and the further development of the missing levels, skills set, and industry demanded occupational competencies. Further, this occupation has been developed in response to the demands of labour market and national priorities with the involvement of industry at key stages in the development process.

This course is designed for trainees who have grown up in a rapidly changing global multimedia environment and intend to become more skilled and technically equipped. Through an interdisciplinary comparative and historical lens, the course defines wide media spectrum. The main elements in the development of this qualification include competency standards, structure, level, time allocation in credit hours, Tools, and equipment's as per National Vocational Qualification Framework (NVQF) Development Manual 1 using the competency-based training an assessment-approach.

2. Purpose of the training program:

The purpose of this qualification is to set professional standards for Media jobs. These national qualifications will support training providers in enhancing the quality of training and assessment in Pakistan. The specific objectives of developing these qualifications areas under:

- Improve the overall quality of training delivery and setting national benchmarks for trainees in the country
- Providesflexiblepathwaysandprogressionstolearnersenablingthemtoreceive relevant, up-to-date, and recent skills
- Provides basis for competency-based assessment recognized and accepted by industry, nationally and internationally
- Establishes standardized and sustainable system of training for trainees

3. Overall objectives of training program:

After completion of vocational training the graduates of the training program will have a good balance of knowledge, skills, attitude, and work experiences, which are the essential elements of employability.

The main objectives of the **Media Production** (Level 1-5) are as follows:

- Enhance their knowledge and skills to understand various aspects of the Videography.
- Comprehend core values essential to work effectively on processes of project management, composition of videography, setting lights & equipment for videography, shooting video
- To work as Videographer
- Enhance their knowledge and skills to understand various aspects of the photography & Video/Audio Editor
- Comprehend core values essential to work effectively on processes of project management, composition of photography, setting lights & equipment for photography, capturing images, designing graphics, performing compositing & editing videos.
- To work as photography & Video/Audio Editor
- To work as Assistant Producer, Producer

- To work as Assistant Director, Director

4. Competencies to be gained after completion of course:

At the end of the course, the trainee has attained the following core competencies:

National Vocational Qualification in the Media Production (Level 1& 2)

1) Apply Occupational Health and Safety Procedures at Workplace

2) Maintain Computer System

3) Develop Library

4) Design Graphics

5) Perform Compositing

6) Mix Sound

7) Carryout Non-Liner Editing

5. Entry level of trainees:

The entry for National Vocational Certificate level 2-5, in "**Media Production**" are given below:

Title	Entry requirements
National Vocational Certificate level 1& 2, in Media Production (Video Editor)	Entry for assessment for this qualification is open. However, entry into formal training institutes, based on this qualification is candidate having Middle for Level 1 or **equivalent Certificate**

6. **Minimum qualification of trainer/instructor:**

- Must be a holder **of BS (4 years) in Media Science,** bachelor's degree and have working experience of minimum 3 years or a diploma/Intermediate along with 7 years' experience in the field of Media Production.
- Must be able to communicate effectively both orally and in written form.
- Must be able to perform all competences, given in **Media Production curriculum**

7. **Recommended trainer: trainee ratio**

The recommended maximum trainer: trainee ratio for this program is 1 trainer for 20 to 25 trainees.

8. **Medium of instruction i.e., language of instruction:**

Instructions will be in Urdu/ English/ Local language.

9. **Duration of the course (Total time, Theory & Practical time):**

The distribution of contact hours is given below:

National Vocational Certificate level 1 & 2, in (Media Production) Video Editor			
Time Frame	Credits	Theory Hours	Practical Hours
6 Months	60	120	480
Total	**600**	Hours	

10. Description and structure of the course

Following is the structure of the course:

Following is the sequence of the modules for **National Vocational Certificate level 1 & 2, in Media Production (Video Editor)**

Module Title and Aim	Learning Units	Theory Days/ hours	Workplace Days /hours	Timeframe of modules
Module A: Apply Work Health and Safety Practices (WHS) **Aim:** This unit describes the skills to work with safety and participate in hazard assessment activities, follow emergency procedures and participate OHS practices in process	LU1: Implement safe work practices at workplace LU2: Participate in hazard assessment activities a workplace LU3: Follow emergency procedures at workplace LU4: Participate in OHS consultative processes	10	21	31
Module B: Maintain Computer System **Aim:** After successful completion of this module, the student will competent in maintain computer system, installation and troubleshoot all software and hardware issues	LU1: Install operating system LU2: Install peripheral devices LU3: Configure peripheral devices LU4: Install software applications LU5: Update/upgrade software application LU6: Un-install software application LU7. Trouble shoot basic software errors LU8. Troubleshoot basic hardware faults	10	24	34
Module C: Develop Library **Aim:** After successful completion of this module, the student will be competent in performing developing library according to professional standards and by respecting safety and health regulations	LU1: Collect Storyboard/Script LU2: Collect Stock Footage LU3: Grab Video LU4: Grab Audio	6	24	30

Module D: Design Graphics **Aim:** After successful completion of this module, the student will be competent in designing graphics according to professional standards and by respecting safety and health regulations	LU1: Review Design Brief LU2: Select Tools for Designing Graphics LU3: Prepare a Design Layout LU4: Use Techniques for Designing Graphic	20	81	101
Module E: Perform Compositing **Aim:** After successful completion of this module, the student will be competent in perform compositing according to professional standards and by respecting safety and health regulations	LU1: Review Project Brief LU2: Set Compositing Properties LU3: Import Media LU4: Set Compositing Duration LU5: Create Animation LU6: Make Revisions	26	105	131

Module Title and Aim	Learning Units	Theory Days/hours	Workplace Days/hours	Timeframe of modules
Module F: Mix Sound **Aim:** After successful completion of this module, the student will be competent in mixing sound according to professional standards and by respecting safety and health regulations	LU1: Prepare sound equipment LU2: Record sound LU3: Mix sound	20	81	101
Module G: Carryout Non-Linear Editing **Aim:** After successful completion of this module, the student will be competent in carrying out Non- Linear Editing according to professional standards and by respecting safety and health regulations	LU1: Set project properties LU2: Import Data LU3: Set Sequence LU4: Balance Audio LU5: Perform Color Balancing/ Grading LU6: Prepare Rough-cut LU7: Make Revisions LU8: Prepare Final Cut LU9: Generate Output	28	144	172
	Total	120	480	600

Module 1: Apply Occupational Health & Safety Procedures at Workplace

Objective of the module: After successful completion of this module, the student will be competent in Apply Occupational Health & Safety Procedures at Workplace according to professional standards

Duration: 31 Hours   **Theory:** 10 Hours   **Practical:** 21 Hours

Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials Required	Learning Place
LU1: Identify hazards in workplace environment	**The trainee will be able to:** • Read and interpret work processes and procedures correctly to identify risk of hazards at workplace. • Recognize engineering processes, tools, equipment, and consumable materials that have the potential to cause harm. • Identify any potential hazards and take appropriate • action to minimize the risk	• Define Health and safety precautions. • Describe techniques and methods to control risks of identified hazards in the workplace • Describe handling techniques of hazardous materials to avoid accident or injury. • Define safety reporting procedures and organizational health and safety procedures. • Define health and safety risks that can arise because of accidents. • Describe types of hazards that are most likely to cause harm to health and safety	**Total** 5 Hours **Theory:** 2 Hours **Practical:** 3 Hours	• Health and safety manual • Safety helmet & glasses • Safety Gloves (Welding) • Safety Shoes • Earplugs • Fire extinguisher • Smoke alarm • First aid box • Toolbox/bins • Safety covers	Classroom or Computer Lab with multimedia aid

LU2: Apply Personal Protective and Safety Equipment (PPE)	• Select personal protective equipment in terms of type and quantity according to work order. • Wear, adjust, and maintain personal protective equipment to ensure correct fit and optimum protection in compliance with company procedures. • Ensure personal protective equipment is cleaned and stored in proper place.	• Define importance of using Personal Protective Equipment (PPE) • Describe types of PPE. • Explain protective clothing and equipment to be worn and where it can be obtained • Define safely maintaining the PPEs.	**Total** 5 Hours **Theory:** 2 Hours **Practical:** 3 Hours	• Health and safety manual • Safety helmet & glasses • Safety Gloves (Welding) • Safety Shoes • Earplugs • Fire extinguisher • Smoke alarm • First aid box • Toolbox/bins • Safety covers	Classroom or Computer Lab with multimedia aid
LU3: Practice safe work habits to ensure safety in the workplace	• Wear required clothing (not lose or torn), confine long hair, and remove jewelry in accordance with company procedures. • Apply work procedures and approaches that ensure personal safety as well as others safety. • Demonstrate good housekeeping in the workplace • by cleaning up spills or	• Explain the procedure to eliminating hazards. • Explain first aid procedures. • Define fire, chemical and electrical hazards.	**Total** 5 Hours **Theory:** 2 Hours **Practical:** 3 Hours	• Health and safety manual • Safety helmet & glasses • Safety Gloves (Welding) • Safety Shoes • Earplugs • Fire extinguisher • Smoke alarm • First aid box • Toolbox/bins • Safety covers	Classroom or Computer Lab with multimedia aid

	leaks. • Keep work area clean and clear of obstructions, and storing tools or equipment, so that the potential for accident or injury is prevented. • Ensure tools or equipment are in-place and • available in proper place as per company procedures				
LU4: Apply basic safety procedures	• Follow safety procedures to achieve a safe work environment, according to all relevant WHS legislation, including codes of practice relating to particular hazards in the industry or workplace. • Identify and report unsafe work practices , including faulty plant and equipment according to company policy and procedures • Manage dangerous goods and substances according to	• Define fire, chemical and electrical hazards. • Explain slip, trips and falls • Explain the procedure of storage of dangerous goods and hazardous substances and waste • Explain manual handling procedures	**Total** 8 Hours **Theory:** 2 Hours **Practical:** 6 Hours	• Health and safety manual • Safety helmet & glasses • Safety Gloves (Welding) • Safety Shoes • Earplugs • Fire extinguisher • Smoke alarm • First aid box • Toolbox/bins • Safety covers	Classroom or Computer Lab with multimedia aid

	company policy and relevant legislation. • Identify potential manual handling risks and manage manual handling tasks according to company policy. • Report work-related incidents and accidents to designated personnel. • Participate in consultative processes and procedures • for WHS.				
LU5: Apply basic emergency procedures.	• Follow fire and emergency procedures, including evacuation, according to company policy and legislation. • Identify designate personnel responsible for first aid and evacuation procedures. • Identifies safety alarms	• Define fire, chemical and electrical hazards. • Explain slip, trips, and falls • Explain the procedure of storage of dangerous goods and hazardous substances and waste • Explain manual handling procedures	**Total** 8 Hours **Theory:** 2 Hours **Practical:** 6 Hours	• Health and safety manual • Safety helmet & glasses • Safety Gloves (Welding) • Safety Shoes • Earplugs • Fire extinguisher • Smoke alarm • First aid box • Toolbox/bins • Safety covers	Classroom or Computer Lab with multimedia aid

Module 2: Maintain Computer System

Objective of the module: After successful completion of this module, the student will be competent in maintain computer system according to professional standards

Duration: 34 Hours   **Theory:** 10 Hours   **Practical:** 24 Hours

Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials Required	Learning Place
LU1: Install operating system	hee will be able to: • Ensure that necessary precautions have been taken before installing any operating system • Install operating system in the PC / computers by following instructional manual.	• Explain basic parts of computer. • Explain the difference between hardware and software. • Define operating system and windows	**Total** 4 Hours **Theory:** 1 Hours **Practical:** 3 Hours	• Computer • LCD • Printer • Screwdriver • Blower • Multimedia	Classroom or Computer Lab with multimedia aid

| LU2: Install peripheral devices | • Configure peripheral devices, as per the instructions given in their respective manuals.
• Pass functional test for the configured peripheral device,
• as per instructions. | • Define most used peripheral devices.
• Explain working and uses of various peripheral devices.
• Explain the use of different computer communication ports. | **Total**
4 Hours
Theory: 1
 Hours
Practical: 3 Hours | • Computer
• LCD
• Printer
• Screw Driver
• Blower
• Multimedia | Classroom or Computer Lab with multimedia aid |
| LU3: Configure peripheral devices | • Ensure that necessary precautions have been taken before installing any peripheral device
• Install any peripheral device, as per instructional manual.
• Pass functional test for the installed peripheral device. | • Explain installation of various peripheral devices, as per instructions given in their respective manuals.
• Demonstrate functional test for the same peripheral devices.
• Explain different software applications.
• Explain the procedure to install a software application as per given | **Total**
4 Hours
Theory: 1
 Hours
Practical: 3 Hours | • Computer
• LCD
• Printer
• Screw Driver
• Blower
• Multimedia | Classroom or Computer Lab with multimedia aid |

		instructional manual.			
LU4: Install software applications	• Ensure that necessary precautions have been taken before installing any software application. • Register a software with the help of key. • Carefully install a software application as per given instructional manual.	• Explain the use of instructional manual for updating/upgrading software applications • Define uninstall of the software.	**Total** 4 Hours **Theory:** 1 Hours **Practical:** 3 Hours	• Computer • LCD • Printer • Screw Driver • Blower • Multimedia	Classroom or Computer Lab with multimedia aid

LU5: Update/upgrade software application	• Check the registry of the application. • Use the instructional manual for updating/upgrading software applications • Update/upgrade software application with the help of CD or Online available software. • Make sure that updated features are in accordance with the specifications / requirements	• Explain the procedure on uninstalling a software application. • Define troubleshooting	**Total** 4 Hours **Theory:** 1 Hours **Practical:** 3 Hours	• Computer • LCD • Printer • Screwdriver • Blower • Multimedia	Classroom or Computer Lab with multimedia aid
LU6: un-install software application	• Ensure that necessary precautions have been taken before uninstall any software application • Uninstall any of the software applications. • Ensure that the same software application is removed • Make sure that the action done from control panel. • Check the impact of un-installing on the memory space as well.	• Describe troubleshooting of various problems of corrupted software • Clarify how to make sure that all kinds of hardware are functioning error free in the computer.	**Total** 4 Hours **Theory:** 1 Hours **Practical:** 3 Hours	• Computer • LCD • Printer • Screwdriver • Blower • Multimedia	Classroom or Computer Lab with multimedia aid

			Total	• Computer	Classroom or
LU7: Trouble shoot basic software errors	• Select the right troubleshooting software	• Clarify how to make sure that all kinds of hardware are functioning error free in the computer.	5 Hours **Theory:** 2 Hours **Practical:** 3 Hours	• LCD • Printer • Screw Driver • Blower • Multimedia	Computer Lab with multimedia aid
	• Troubleshoot problems of corrupted software.				
	• Remove the errors from the PC / computers				
LU8: Troubleshoot basic hardware faults	• Demonstrate the precautions for trouble shooting errors.	• Explain basic hardware faults	Total 5 Hours **Theory:** 2 Hours **Practical:** 3 Hours	• Computer • LCD • Printer • Screwdriver • Blower • Multimedia	Classroom or Computer Lab with multimedia aid
	• Identify solution of hardware errors.	• Explain techniques of hardware trouble shooting			
	• Execute the hardware troubleshooting.				
	• Ensure that all kinds of hardware are functioning error free in the computer in his/her use.				

Module 3: Develop Library

Objective of the module: After successful completion of this module, the student will be competent in Develop Library according to professional standards

Duration: 30 Hours **Theory:** 6 Hours **Practical:** 24 Hours

Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials Required	Learning Place
LU1: Collect Storyboard/Script	**The trainee will be able to:** • Review Script & Storyboard • Identify requirement for video editing as per script/storyboard • Make notes for editing	• Explain content of story board and concept • Explain video editing • Explain video editing requirements • Explain how to store, manage and archive data • Explain the importance of making notes for editing	**Total** 7 Hours **Theory:** 1 Hours **Practical:** 6 Hours	Computer Multimedia Adobe Creative Suit Final Cut Pro	Classroom or Computer Lab with multimedia aid

LU2: Collect Stock Footage	The trainee will be able to: • Receive video shoot log sheet • Label received tapes/drives • Ensure desired quality of the footage • Prepare stock footage record • Organize footage in respective folders	• Explain Log Sheets and importance • How to use Log Sheets • Labeling and its Importance • Explain editing software and its functions • Explain Video Quality • Explain Stock Footage and its uses • Importance of Organizing data in folders • Explain patch and connect in video & audio grabbing	**Total** 7 Hours **Theory** : 1 Hours **Practical:** 6 Hours	Computer Multimedia Adobe Creative Suit Final Cut Pro	Classroom or Computer Lab with multimedia aid

LU3: Grab Video	The trainee will be able to: • Check equipment availability and performance • Verify patching / Connectivity • Create project with relevant settings • Log and Capture video • Preview after capture	• Introduction to Equipment • Connecting/Patching Equipment • Different types of video card cables • Explain different Video file formats • Explain different size and resolution of project • Explain editing software tools for grabbing video	**Total** 8 Hours **Theory:** 2 Hours **Practical:** 6 Hours	Computer Multimedia Adobe Creative Suit Final Cut Pro	Classroom or Computer Lab with multimedia aid

LU4: Grab Audio	he trainee will be able to: • Check equipment availability and performance • Verify patching / connectivity • Log and capture (audio only) • Preview after capture • Import into project If audio is in digital format,	• Connecting/Patching Equipment • Different types of sound cables • Explain Audio formats • Explain patching • Define Audio channels and levels • Define audio settings in detail	**Total** 8 Hours **Theory:** 2 Hours **Practical:** 6 Hours	Computer Multimedia Adobe Creative Suit Final Cut Pro	Classroom or Computer Lab with multimedia aid

Module 4: Perform Compositing

Objective of the module: After successful completion of this module, the student will be competent in perform compositing according to professional standards

Duration: 131 Hours   **Theory:** 26 Hours   **Practical:** 105 Hours

Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials Required	Learning Place
LU1: Review Project Brief	rainee will be able to: • Identify instructions & specification for compositing • Identify objective of compositing • Collect information for compositing • Arrange data (images, Elements) as per project brief	• Explain basics about titling, break bumpers, and end credits • Define Compositing • Define Animation • Explain difference between animation & compositing • Explain difference between 2D & 3D animation • Explain in detail aftereffect workspace and all panels	**Total** 19 Hours **Theory:** 4 Hours **Practical:** 15 Hours	Computer with Graphic Card Multimedia Adobe Creative Suit	Classroom or Computer Lab with multimedia aid
LU2: Set Compositing Properties	**The trainee will be able to:** • Select video format as	• Explain Compositing software • Explain file formats • Explain video formats & its types	**Total** 22 **Theory:**	Computer with Graphic Card Multimedia	Classroom or Computer Lab with multimedia aid

	per project requirement • Select frame rate as per project requirement • Select resolution as per project requirement • Set composition duration as per project requirement • Set Background Color as per project requirement • Set composition duration as per project • requirement	• Explain image formats & its types • Explain resolution • Explain aspect ratios • Explain color adjustment	4 Hours **Practical:** 18 Hours	Adobe Creative Suit	

LU3:	The trainee will be able to:	• Explain types of images	Total	Computer with Graphic Card	Classroom or Computer Lab with multimedia aid
Import Media	• Create data Folders in Compositing software	• Explain types of videos	22 Hours	Multimedia	
	• Import images in compositing software as per project requirement	• Explain ways of importing different files in compositing software	**Theory** : 4 Hours	Adobe Creative Suit	
		• Explain importing composition in Composition	**Practical:** 18 Hours	Computer with Graphic Card	
	• Import elements in compositing software as per project requirement	• How to import as image sequence		Multimedia Adobe Creative Suit	

LU4: Set Compositing Duration	The trainee will be able to: • Set start frame as per project requirement • Set end frame as per project requirement	• Describe Composition • Explain different parts of composition • Explain Panels • Explain about safe frame • Explain compositing techniques • Explain key frames	**Total** 19 hours **Theory:** 4 Hours **Practical:** 15 Hours	Computer with Graphic Card Multimedia Adobe Creative Suit	Classroom or Computer Lab with multimedia aid
LU5: Create Animation	The trainee will be able to: • Place elements/images	• Define layer in compositing software	**Total** 30 Hours **Theory:**	Computer with Graphic Card Multimedia	Classroom or Computer Lab with multimedia aid

	into composition as per project requirement • Use solid layer for compositing as per project requirement • Use 2D/3D layers for compositing as per project requirement • Use cameras for compositing as per project requirement • Use key frames for compositing as per project requirement • Apply effects on layers as per project requirement	• Explain layers types in compositing software • Define properties of Layers • Define panels on timeline • Explain techniques of using camera for compositing • Explain composting software tools & their function • Explain compositing software filters and their functions • Explain about rendering • Explain techniques to generate output • Explain output formats ⬚	6 Hours **Practical:** 24 Hours	Adobe Creative Suit

	Perform compositing as per project requirement • Set output format as per project requirement • Perform rendering as per • set out format				
LU6: Make Revisions	**The trainee will be able to:** • Check final output • Make corrections if needed	• Explain importance of revision • Explain ways to review project	**Total 19 Hours Theory: 4 Hours Practical: 15 Hours**	Computer with Graphic Card Multimedia Adobe Creative Suit	Classroom or Computer Lab with multimedia aid

Module 5: Design Graphics

Objective of the module: After successful completion of this module, the student will be competent in Design Graphics according to professional standards

Duration: 101 Hours   **Theory:** 20 Hours   **Practical:** 81 Hours

Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials Required	Learning Place
LU1: Review Design Brief	**The trainee will be able to:** • Identify instructions &specification for graphic design • Identify objective of designing graphics • Collect information for designing graphics • Prepare notes for designing graphics	• Explain graphic designing • Explain graphics & its types • Explain design brief • Explain Color Concept • Explain Logo and logo types • Explain Theme Design	**Total** 23 Hours **Theory:** 5 Hours **Practical:** 18 Hours	Computer with Graphic Card Multimedia Adobe Creative Suit	Classroom or Computer Lab with multimedia aid

LU2: Select Tools for Designing Graphics	The trainee will be able to: • Identify tools as per requirement on graphic designing software • Select tools as per requirement on graphic designing software	• Explain toolbox in graphic designing software • Explain functionality of tool in graphic software • Explain software tool techniques for designing graphics	**Total** 26 Hours **Theory:** 5 Hours **Practical:** 21 Hours	Computer with Graphic Card Multimedia Adobe Creative Suit	

LU3: Prepare a Design Layout	The trainee will be able to: • Set Size, & Resolution as per design requirement • Draw Thumbnail Sketches as per graphic requirement • Create object as per graphic requirement • Write text as per graphic requirement	• Define title, break bumpers etc • Explain image dimensions & resolutions • Explain layout in designing software • Explain importance of lay out in designing software • Explain thumbnail sketches & its importance • Explain techniques to create object in software • Explain techniques of creating layout in designing software	**Total** 26 Hours **Theory:** 5 Hours **Practical:** 21 Hours	Computer with Graphic Card Multimedia Adobe Creative Suit	Classroom or Computer Lab with multimedia aid

	• Create layout as per graphic requirement • Save final layout as per requirement				
LU4: Use Techniques for Designing Graphic	**The trainee will be able to:** • Use masking techniques • Use blending modes techniques • Use Layer Styles techniques • Use typography techniques • Use filter techniques	• Explain masking techniques & its purpose • Explain blending modes techniques & its purpose • Explain Layer Styles techniques & its purpose • Explain typography techniques & its purpose • Explain filter techniques & its purpose	**Total** 26 Hours **Theory:** 5 Hours **Practical:** 21 Hours	Computer with Graphic Card Multimedia Adobe Creative Suit	Classroom or Computer Lab with multimedia aid

Module 6: Mix Sound

Objective of the module: After successful completion of this module, the student will be competent in Mix Sound according to professional standards

Duration: 101 Hours **Theory:** 20 Hours **Practical:** 81 Hours

Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials Required	Learning Place
LU1: Prepare sound equipment	**The trainee will be able to:** • Arrange equipment as per project requirement • Set equipment as per project requirement • Check channel levels	• Explain sound equipment & its functions • Explain audio interfacing & its purpose • Explain signals and leads male female connectors • Explain sound proofing • Explain waves and sound layers • Explain Audio recording software • Explain sound its frequencies in detail	**Total** 26 Hours **Theory:** 5 Hours **Practical:** 21 Hours	Computer with M Audio/Sound Forge Sound Card Multimedia Adobe Creative Suit Sound Forge Mic with accessories 5.1 Channel Audio Speaker Headphones	Classroom or Computer Lab with multimedia aid
LU2: Record sound	**The trainee will be able to:** • Connect Audio Interface as per	• Explain audio interfacing techniques • Explain vocals & its recording techniques • Explain instruments recording & its	**Total** 36 Hours	Computer with M Audio/Sound Forge Sound Card	Classroom or Computer Lab with multimedia aid

	project requirement ● Record vocals as per project requirement ● Record Instrument as per project requirement ● Record tracks as per project requirement	techniques ● Explain track recording & its Techniques ● Explain sound recording software like sound forge, adobe creative suit ● Explain channel leveling	**Theory:** 6 Hours **Practical:** 30 Hours	Multimedia Adobe Creative Suit Sound Forge Mic with accessories 5.1 Channel Audio Speaker Headphones	

| LU3: Mix sound | The trainee will be able to:

• Set project format as per project requirement
• Load audio layers on sequence
• Perform audio treatment
• Perform audio editing
• Apply audio filter as pe project requirement
• Perform audio mixing
• Select output format as project requirement
• Render final project | • Explain audio treatment & its purpose
• Explain audio treatment techniques and tools
• Explain using effects and transition
• Explain audio editing & its techniques
• Explain audio filters & its purposes
• Explain techniques of using filters in audio
• Explain audio mixing & its techniques | **Total**

39 Hours

Theory:
9 Hours

Practical:
30 Hours | Computer with M Audio/Sound Forge Sound Card

Multimedia

Adobe Creative Suit

Sound Forge

Mic with accessories

5.1 Channel Audio Speaker

Headphones | Classroom or Computer Lab with multimedia aid |

Module 7: Carryout Non-Linear Editing

Objective of the module: After successful completion of this module, the student will be competent in carryout non-liner editing according to professional standards

Duration: 172 Hours   **Theory:** 28 Hours   **Practical:** 144 Hours

Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials Required	Learning Place
LU1: Set project properties	**The trainee will be able to:** • Select preset/mode of project • Set video format rate as per project requirement • Set aspect ratio as per project requirement • Set field as per project requirement • Set video format As per project requirement • Set audio bit rate as per project requirement • Set audio channels as per project requirement	• Explain project properties & their functions, its importance • Explain preset/mode in project properties • Explain video format rate & its types • Explain video format rate purpose • Explain aspect ratios & its purpose • Explain audio bit rate & its purpose • Explain audio channels & its function	**Total** 17 Hours **Theory:** 2 Hours **Practical:** 15 Hours	Computer with Graphic Card & Sound Card Apple Mac Pro Multimedia Headphone 5.1 Channel Speaker Preview Monitor Adobe Creative Suit	Classroom or Computer Lab with multimedia aid

				Final Cut Pro	

LU2: Import Data	The trainee will be able to: • Import videos as per project requirement • Import graphics as per project requirement • Import Animation as per project requirement	• Describe handling different types of data • Explain Image and image sequencing • Define Importing Alpha Files	Total 17 Hours **Theory**: 2 Hours **Practical:** 15 Hours	Computer with, Graphic Card & Sound Card Apple Mac Pro Multimedia Headphone 5.1 Channel Speaker Preview Monitor Adobe Creative Suit Final Cut Pro	Classroom or Computer Lab with multimedia aid
LU3: Set Sequence	• Set audio sequence on timeline as per project requirement • Set graphic sequence on timeline as per project requirement	• Explain techniques of sequencing graphic, audio, & video in editing software	Total 19 Hours **Theory**: 4 Hours **Practical:** 15 Hours	5.1 Channel Speaker Preview Monitor Adobe Creative Suit Final Cut Pro	Classroom or Computer Lab with multimedia aid

LU4:	The trainee will be able to:	• Explain about tracks	Total	Computer with Graphic Card & Sound Card	Classroom or Computer Lab with multimedia aid
Balance Audio	• Set audio channel levels as per project requirement	• Explain audio balancing	22	Apple Mac Pro	
		• Describe audio Channels	Hours		
		• Explain audio gain	**Theory**	Multimedia	
	• Adjust audio gain as per project requirement	• Define Stereo and Mono	: 4	Headphone	
		• Describe db	Hours	5.1 Channel Speaker	
	• Sync audio as per project requirement	• Explain about audio balancing and its purpose	**Practical:**	Preview Monitor	
	• Link/unlink audio as per project requirement	• Explain tools & techniques for audio balancing	18 Hours	Adobe Creative Suit	
	• Perform audio treatment as per requirement	• Define functionality of audio balancing tools		Final Cut Pro	
	• Apply audio filter/effects as per requirement	• Explain about applying audio effects			

LU5: Perform Color Balancing/ Grading	The trainee will be able to: • Perform color treatment as per project requirement • Apply video effects as per project requirement • Apply video filter as per project requirement	• Define color balancing & its purpose • Define color balancing/grading techniques & its tools • Define Video Effects in detail	**Total** 18 Hours **Theory** : 3 Hours **Practical:** 15 Hours	Computer with, Graphic Card & Sound Card Apple Mac Pro Multimedia Headphone 5.1 Channel Speaker Preview Monitor Adobe Creative Suit Final Cut Pro	Classroom or Computer Lab with multimedia aid
LU6: Prepare Roughcut	The trainee will be able to: • Cut video into segment as per project requirement • Set and Adjust length of clip/scene as per project requirement • Adjust sequence of clips & tracks as per project requirement	• Explain rough cut & its importance • Explain techniques of creating rough cut videos • Define Adjusting deferent sequences in a sequence • Explain About adding text in editing software. • Explain removing jitters and jerks & its techniques	**Total** 24 Hours **Theory** : 3 Hours **Practical:** 21 Hours	Computer with, Graphic Card & Sound Card Apple Mac Pro Multimedia Headphone 5.1 Channel Speaker Preview Monitor Adobe Creative Suit	Classroom or Computer Lab with multimedia aid

| LU7:
Make Revisions | The trainee will be able to:

• Review Timeline as per project requirement

• Make corrections as per project requirement | • Define Importance of Review Timeline
• Explain ways to make corrections in project | **Total**
21
Hours
Theory
: 3
Hours
Practical:
18
Hours | Computer with, Graphic Card & Sound Card

Apple Mac Pro

Multimedia

Headphone

5.1 Channel Speaker

Preview Monitor

Adobe Creative Suit

Final Cut Pro | Classroom or Computer Lab with multimedia aid |

LU8:	The trainee will be able to:	• Define final cut & its importance	Total	Computer with, Graphic Card & Sound Card	Classroom or Computer Lab with multimedia aid
Prepare Final Cut	• Add video & audio transitions on timeline as per project requirement	• Explain sharp cut & its techniques.	19 Hours	Apple Mac Pro	
	• Perform sharp cut on timeline as per project requirement	• Explain about applying video & audio transactions	**Theory** : 4 Hours	Multimedia Headphone	
	• Perform timeline rendering	• Explain timeline rendering	**Practical:** 15 Hours	5.1 Channel Speaker Preview Monitor Adobe Creative Suit Final Cut Pro	

LU9: Generate Output	The trainee will be able to: • Select output format as per project requirement • Export timeline as per select output format	• Describe different file formats • Explain tools & techniques of generating output	**Total** 15 Hours **Theory** : 3 Hours **Practical:** 12 Hours	Computer with, Graphic Card & Sound Card Apple Mac Pro Multimedia Headphone 5.1 Channel Speaker Preview Monitor Adobe Creative Suit Final Cut Pro	Classroom or Computer Lab with multimedia aid

Members of the Curriculum Development Committee

S. N	Name & Designation	Organization
1.	Mr. Taha Mehmood	DACUM Expert
2.	Furqan Aziz	DACUM Expert
3.	Rahmatullah Khan	QDC Chairman
4.	Saleem Abbasi	HOD Media Production (Senior Generalist Media Trainer)
5.	Adnan Aziz	Senior Instructor Media Developer
6.	Parwaiz Ishtiaq	Radio & Television Broadcaster and lecturer – Media Studies
7.	Syeda Aimman Saeed	Program Assistant - USAID
8.	Mr. Abbas Ali Qureshi	Animator AbbTak News
9.	Faizan Ahmed	Manager – Media Department
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11.	Mr. Muhammad Aamir Sultan	Sr. Associate Professor Bahria University
12.	Nasir Mahmood	Assistant Professor – Mass Communication (Senior Generalist)
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18.	Shakeel Adnan Hashmi	Senior Producer (PTV)
19.	Akmal Ghumman	Senior Writer/ Producer, Radio Pakistan
20.	Uzair Ahmad	Senior Producer, PTV Home
21.	Sarwar Muneer Rao	Columnist, Nawai-e-Waqt, (former Director News, PTV)
22.	Salman Mubarik	Director of Photography 92 News Channel
23.	Sadia Zafar	Instructor (DACUM) facilitator
24.	Arshad Hassan	Vice Principal, National Training Bureau