Deputy of training

Plan and curriculums office

Competency Training standard

Title

Design and implementation of multimedia with Adobe Captivate

Occupational group

Information Technology (IT)

International code

2513-53-143-1

Date of standard compilation:

Control of board on content compilation and accreditation: Plan and curriculums office

National code: 2513-53-143-1

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- Hormozgan Technical and Vocational Training Organization
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Revision Process:

- Scientific content
- According to market
- Equipment
- Tools

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Definitions:

Job standard:

The characteristics ' required competencies and abilities for Efficient Performance in work environment is called "the Job standard", and sometimes "The Occupational standard"

Training standard:

The Training Map for achieving the Job's subset Competencies.

Job title:

Is a set of Tasks and Abilities which is expected from an employed person in the defined level

Job description:

A statement covering the most important elements of a job, namely the position or title of the job, the duties, job's relation with other jobs in a occupational field, the responsibilities, workplace conditions and required performance standards.

Course duration:

The minimum of time which is required to achieve the training objects.

Admission requirements:

The minimum of competencies and abilities which are obligatory for a potential admission.

Evaluation:

The process of collecting evidence and judgment about wetter a competency is achieved or not. Include: written examination, practical examination

Required Qualifications for Trainers**:**

The minimum of Trainer's technical and vocational abilities which the trainer is required to have.

Competency:

The ability of efficient performing a duty in a variety of workplaces conditions

Knowledge:

The minimum set of facts and mental capacities which is necessary for achieving a competency. This can include science, (Mathematics, physics, chemistry or biology), technology or technical.

Skill:

The minimum coordination between mind and body for achieving an ability or competency. It normally applied to practical skills.

Attitude:

A set of emotional behaviors required for achieving a competency and can have non-technical skills and occupational ethics.

Safety:

The cases which doing or not doing something can cause harm or accident

Environmental Consideration:

A set of consideration about the act which should be done to minimize the environmental damage or pollution.

competency title:

Design and implementation of multimedia with Adobe Captivate

competency description:

Adobe Captivate is a rapid responsive authoring tool that is used for creating elearning contents such as software demonstrations, software simulations, branched scenarios, and randomized quizzes in Small Web Formats (.swf) and HTML5 formats.

It can also convert Adobe Captivate generated files formats (.swf) to digital MP4 (.mp4) formats which can be played with media players or uploaded to video hosting websites. For software simulations, Captivate can use left or right mouse clicks, key presses and rollover images.

It can also be used to create screencasts, and to convert Microsoft PowerPoint presentations to .swf and HTML5 formats.

admission requirements:

minimum degree of education: Post first year of high school
minimum physical and mental ability: Complete physical and mental health
Prerequisite skills: icdl Grade 2

Course duration:

Course duration: 100 hours
-Theoretical: 30 Hours

-Practical: 70 Hours

-Apprenticeship:... Hours

-Project:... Hours

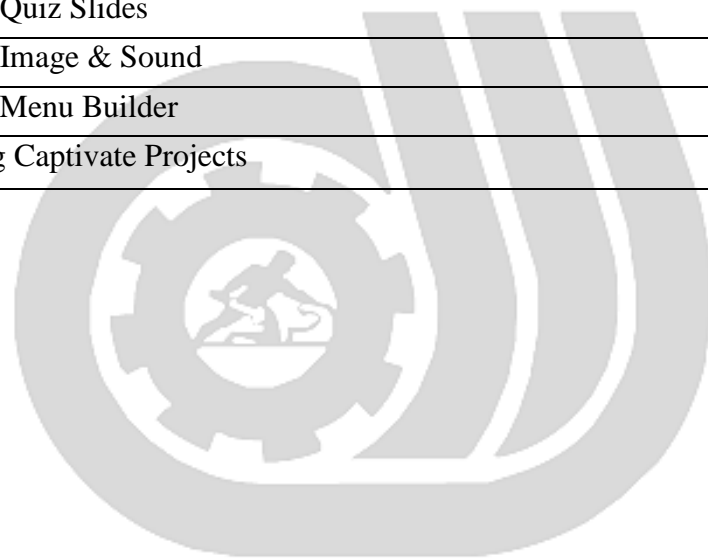**Evaluation :(%)**

Written:25%
Practical:65%
Work ethics:10%

Required Qualifications for Trainers:

Computer engineer with 3 years experience

	competency training standard tasks
1	Introduction to Captivate
2	Responsive Design
3	Editing the Captivate Project
4	Captivate Recording Projects
5	Captivate Timeline
6	Captivate Animation
7	Captivate Rollovers
8	Multi State Objects
9	CaptivateSkins and Templates
10	Captivate Quiz Slides
11	Captivate Image & Sound
12	Captivate Menu Builder
13	Publishing Captivate Projects

Training standard

Contents analysis form

<table>
<tr><td rowspan="3">Title:

Introduction to Captivate</td><td colspan="3">time</td><td rowspan="3"></td></tr>
<tr><td>theoretical</td><td>practical</td><td>total</td></tr>
<tr><td colspan="3">Determined by the instructor</td></tr>
<tr><td colspan="4">Knowledge ,skill ,attitude ,safety, Environmental Consideration</td><td>Equipment's ,tools, materials ,books</td></tr>
<tr><td rowspan="2">Knowledge and Skill:

- A Captivate Project (view and discuss)
-Workflows in Captivate
-Understanding CBT principles
-Captivate Demonstration</td><td colspan="3">Determined by the instructor</td><td rowspan="2">From Adobe</td></tr>
<tr><td></td><td></td><td></td></tr>
<tr><td colspan="4">Attitude:
Speed and accuracy in doing the right thing</td><td></td></tr>
<tr><td colspan="4">Health & Safety:
Compliance with safety protection in the workplace</td><td></td></tr>
<tr><td colspan="4">Environmental Consideration:
Compliance with environmental protection</td><td></td></tr>
</table>

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Training standard

Contents analysis form

Title: **Responsive Design**	time			
	theoretical	practical	total	
	Determined by the instructor			
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipment's ,tools, materials ,books
Knowledge and Skill: - Working with Responsive Design Screens -Gesture Navigation -Motion Path Effects -Break Points -GeoLocation	Determined by the instructor			From **Adobe**
Attitude: Speed and accuracy in doing the right thing				
Health & Safety: Compliance with safety protection in the workplace				
Environmental Consideration: Compliance with environmental protection				

Training standard

Contents analysis form

Title: **Editing the Captivate Project**	time			
	theoretical	practical	total	
	Determined by the instructor			
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipment's ,tools, materials ,books
Knowledge and Skill: - Captivate Workspace -Inserting /Manipulating Slides -Various Slide Options -Working with Slides -Filmstrip -Text Captions -Mouse /Point Paths /Mouse Properties	Determined by the instructor			From **Adobe**
Attitude: Speed and accuracy in doing the right thing				
Health & Safety: Compliance with safety protection in the workplace				
Environmental Consideration: Compliance with environmental protection				

Training standard

Contents analysis form

Title: **Captivate Recording Projects**	time			
	theoretical	practical	total	
	Determined by the instructor			
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipment's ,tools, materials ,books
Knowledge and Skill: - Recording Window -Demonstration / Assessment / Training Modes -Resolution & Recording Sizing -Recording Simulations -Exploring Recording Simulations Mode -Customising Recording Option -Panning Options -Audio Options	Determined by the instructor			From **Adobe**
Attitude: Speed and accuracy in doing the right thing				
Health & Safety: Compliance with safety protection in the workplace				
Environmental Consideration: Compliance with environmental protection				

Training standard

Contents analysis form

Title: Captivate Timeline	time			
	theoretical	practical	total	
	Determined by the instructor			
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipment's ,tools, materials ,books
Knowledge and Skill: - Understanding Timelines -Timeline Layers -Multiple Layers -Adjusting Slide Timings -Recording Head /FPS -Adjusting Timeline -Attaching Actions to Timeline	Determined by the instructor			From **Adobe**
Attitude: Speed and accuracy in doing the right thing				
Health & Safety: Compliance with safety protection in the workplace				
Environmental Consideration: Compliance with environmental protection				

Training standard

Contents analysis form

Title:	time			
Captivate Animation	theoretical	practical	total	
	Determined by the instructor			
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipment's ,tools, materials ,books
Knowledge and Skill:	Determined by the instructor			From **Adobe**
- Frame Rates				
-Change Project Frame Rates				
-Add Animation to a Slide				
-Adjust Animation Slide Position				
-Insert /Edit Text Animation				
Attitude: Speed and accuracy in doing the right thing				
Health & Safety: Compliance with safety protection in the workplace				
Environmental Consideration: Compliance with environmental protection				

Training standard

Contents analysis form

Title: Captivate Rollovers	time			
	theoretical	practical	total	
	Determined by the instructor			
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipment's ,tools, materials ,books
Knowledge and Skill: - Inserting Rollover Captions -Inserting Rollover Slidelets -Inserting Rollover Images -Inserting a Zoom Area	Determined by the instructor			From **Adobe**
Attitude: Speed and accuracy in doing the right thing				
Health & Safety: Compliance with safety protection in the workplace				
Environmental Consideration: Compliance with environmental protection				

Training standard

Contents analysis form

Title: **Multi State Objects**	time			
	theoretical	practical	total	
	Determined by the instructor			
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipment's ,tools, materials ,books
Knowledge and Skill: - Creating an Object -With:Drag & Drop Actions -Interactions -Videos / Effects	Determined by the instructor			From **Adobe**
Attitude: Speed and accuracy in doing the right thing				
Health & Safety: Compliance with safety protection in the workplace				
Environmental Consideration: Compliance with environmental protection				

Training standard

Contents analysis form

Title: **CaptivateSkins and Templates**	time			
	theoretical	practical	total	
	Determined by the instructor			
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipment's ,tools, materials ,books
Knowledge and Skill: - Apply a BMP Playbar to a Project -Apply a Skin to a Project -Edit / Design / Save a Skin -Load Screen -Templates -Create a Project Template -Record a New Project based on a Template	Determined by the instructor			From **Adobe**
Attitude: Speed and accuracy in doing the right thing				
Health & Safety: Compliance with safety protection in the workplace				
Environmental Consideration: Compliance with environmental protection				

Training standard

Contents analysis form

Title:	time			
Captivate Quiz Slides	theoretical	practical	total	
	Determined by the instructor			
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipment's ,tools, materials ,books
Knowledge and Skill: - Inserting /Editing Quiz Slides -Quiz Slide Questions -Reviewing Options /Button Options -Reporting Options -Track Quiz Scores -Quiz Review Buttons -Knowledge Check Questions	Determined by the instructor			From **Adobe**
Attitude: Speed and accuracy in doing the right thing				
Health & Safety: Compliance with safety protection in the workplace				
Environmental Consideration: Compliance with environmental protection				

Training standard

Contents analysis form

Title: **Captivate Image & Sound**	time			
	theoretical	practical	total	
	Determined by the instructor			
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipment's ,tools, materials ,books
Knowledge and Skill: - Attaching Sound to Objects, Slides, Projects -Inserting Video -Working with Video -Adding TOC's -Adding PiP (Webcam) onto TOC -Movie Properties -Bandwidth	Determined by the instructor			From **Adobe**
Attitude: Speed and accuracy in doing the right thing				
Health & Safety: Compliance with safety protection in the workplace				
Environmental Consideration: Compliance with environmental protection				

Training standard

Contents analysis form

Title: **Captivate Menu Builder**	time			
	theoretical	practical	total	
	Determined by the instructor			
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipment's ,tools, materials ,books
Knowledge and Skill: - Create Menu Builder Projects -Publish Captivate Projects -Format Styles -Edit Projects	Determined by the instructor			From **Adobe**
Attitude: Speed and accuracy in doing the right thing				
Health & Safety: Compliance with safety protection in the workplace				
Environmental Consideration: Compliance with environmental protection				

Equipment & Tools & Materials & Resources (books, site, software…) form

   *Required quantity for each 15 Trainees

   From: Adobe

Training standard

Contents analysis form

Title: **Publishing Captivate Projects**	time			
	theoretical	practical	total	
	Determined by the instructor			
Knowledge ,skill ,attitude ,safety, Environmental Consideration				Equipment's ,tools, materials ,books
Knowledge and Skill: - Flash Files .SWF .FLV.exe and External media -Publish to YouTube -Alternative Publishing Options	Determined by the instructor			From **Adobe**
Attitude: Speed and accuracy in doing the right thing				
Health & Safety: Compliance with safety protection in the workplace				
Environmental Consideration: Compliance with environmental protection				

Equipment & Tools & Materials & Resources (books, site, software…) form

  *Required quantity for each 15 Trainees

  From: Adobe