



BCS Audio and Video Software Entry Level 3 Syllabus

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CATEGORY	REF.	TASK ITEM
1. Getting Started	1.1	Identify different audio / video recording devices like: digital camera, digital video camera, smartphone, tablet, webcam, digital voice recorder.
	1.2	Identify parts of a recording device like: on / off button, microphone, lens, start / stop button.
	1.3	Know how to switch a recording device on / off.
2. Capturing Audio / Video	2.1	Know how to capture an audio / video clip.
	2.2	Know how to stop recording.
	2.3	Know how to playback audio / video clips on a recording device.
3. Transferring Audio / Video	3.1	Know how to connect a recording device to a computer.
	3.2	Know how to transfer audio / video from a recording device to a computer.
	3.3	Know how to playback audio / video clips on a computer.
4. Video Editing Software Basics	4.1	Identify different audio / video editing software.
	4.2	Open and close an audio / video editing software application.
	4.3	Know how to use audio / video editing software help facility.
	4.4	Know how to resolve common problems with audio / video.
5. Editing Video	5.1	Understand the different terms and concepts used when editing video like: clip, frame, aspect ratio, transition, track, timeline.
	5.2	Know how to add video clips to the timeline.
	5.3	Know how to rename video clips.
	5.4	Know how to trim video clips.
	5.5	Know how to add digital photographs to a video.
	5.6	Know how to move and copy video clips.
	5.7	Know how to add transitions to a video.
6. Adding Audio to Video	6.1	Know how to add audio to a video.
	6.2	Know how to move an audio clip to a particular position in a video.
	6.3	Know how to adjust the volume of an audio clip.
	6.4	Know how to set an audio clip to fade in / out.
7. Adding Titles	7.1	Know how to add a title to a video.

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	7.2	Know how to add a caption to a video.
	7.3	Know how to format titles / captions like: font, size, colour, position.
8. Sharing	8.1	Know how to save / publish a video.
	8.2	Identify different ways to share audio and video with others.
	8.3	Understand how copyright applies to audio and video.