



DELTA STATE JOB AND WEALTH CREATION BUREAU

Governor's Office, Asaba

AUDIO VISUAL AND PHOTOGRAPHY TRAINING MANUAL

DURATION OF TRAINING: 4 MONTHS

WEEK	DAY	TASK	ACTIVITIES (SPECIFIC ACTIONS)	Method
1	1	Introduction of curriculum	The instructor will lead trainees through the course outline.	Instruction
	2	Introduction to various audio-visual formats	The instructor will lead the trainees to know the various equipment used in audio visual productions.	Instruction
	3	Introduction to various software and applications	The trainees will learn the different usages and versions available.	Instruction
	4	Introduction of the edit suite	The trainees will learn how to set up an edit suite.	Instruction
	5	Review	The instructor will lead the trainees in a review of all the activities of the week.	Instruction
2	1	Introduction to the camera and its components	The instructor will introduce the trainees to the different types of cameras, their components and demonstrate their uses.	Instruction & practice
	2	Introduction to various audio kits	The instructor will introduce the trainees to the different types of audio gadgets and demonstrate their usages.	Instruction
	3	Applications of visual tools in editing	The instructor will teach and demonstrate how to identify visual connections.	Instruction
	4	The camera at work	The instructor will teach the trainees how to use a camera.	Practice

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	5	The edit suite at work/group set up	The instructor will break the trainees into groups and introduce the hard/software used in editing.	Practice
3	1-2	Content recording	The instructor will introduce the trainees to content production.	Practice
	3-4	First cut production	The instructor will introduce the trainees to their first cut on editing.	Practice group work
	5	Overview	The instructor will lead in inspecting and discussing the week's activities.	Practice group work
4	1-2	Segment drills	The trainees will be assigned to a task-camera.	Practice field work.
	3-4		The trainees will be assigned to a task-edit.	Practice field work.
	5	Review	The instructor will lead the trainees in a review of all the activities of the week.	Practice
5	1	Interior set design	The instructor will teach the trainees how best to set an interior shoot.	Instruction & practice
	2	Interior set lighting	The instructor will teach the trainees how best to light set up.	Instruction & practice
	3-4	Outdoor broadcast set up	The instructor will teach the trainees how best to set up outdoor rig.	Instruction & practice
	5	Outdoor audio set up	The instructor will teach how best to set up an outdoor microphone.	Instruction & practice
6	1-4	In house practicals – cinematography	The trainees will practise cinematography.	Practice
	5	In house practicals – cinematography	Trainees will be given assignment on the week's activities.	Assessment
7	1-4	In house practicals - editing	The trainees will practise editing.	Practice
	5	In house practicals - editing	Trainees will be given assignment on the week's activities.	Practice
8	1-5	In house practicals – editing/photography	The trainees will practise editing/photography.	Practice
9	1-2	Introduction to still photography	The instructor will teach the trainees still photography.	Instruction

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	3-4	Introduction to cameras/ accessories	The instructor will teach the trainees how to use still cameras and their accessories.	Instruction
	5	Introduction to cameras filters	The instructor will lead the trainees in practical use of camera filters.	Instruction
10	1	Practical use of camera/ lighting	The instructor will lead the trainees in practical use of camera/lighting.	Instruction & practice
	2	Practical use of camera/ iso	The instructor will lead the trainees in practical use of camera/iso.	Instruction & practice
	3	Practical use of camera/ framing	The instructor will lead the trainees in practical use of camera/framing.	Instruction & practice
	4	Practical use of camera/ shots variations	The instructor will lead the trainees in practical use of camera/shots variation.	Instruction & practice
	5	Practical use of camera	The instructor will lead the trainees in practical use of camera.	Instruction & practice
11-14	1-20	Internship	Trainees to get practical knowledge from approved establishments.	Practice
15	1-5	Outdoor group project	Trainees to undertake projects execution in groups.	Practice
16	1-2	Group projects submission	Trainees to submit executed projects.	Instruction
	3-5	Projects review and discussion	The instructor will review and discuss the projects with trainees.	Instruction