



ASPLEY STATE HIGH SCHOOL
BUSINESS & INFORMATION TECHNOLOGY FACULTY
Business Communication & Technologies
SEMESTER 2 2009 ASSESSMENT INSTRUMENT 13

Name: _____ Form: _____

Due Date: Wednesday, 4 November 2009

Teacher: Mrs Hopes
Miss Killalea

Instrument No: 13
Context: Event Management
Topic Assessed: 10F Computer Operations – Electronic Presentations
Type of Assessment: Summative
Assessment Technique: Practical Tasks
Assessment Conditions: Assignments
Criterion Assessed: Skills & Procedures
Course Qualification: BSB20101 – Certificate II in Business
Units of Competency: BSBADM306A – Create Electronic Presentations
Time Allowed: 2 weeks - some in class time, some out of class time

Instructions to Students:

- You have two weeks to complete this project using a mix of both in and out-of-class time.
- Please be aware of version differences – if you have a later version of PowerPoint at home than that at school, please discuss options with your teacher.
- Please ensure all instructions are followed
- This work will need to be printed as well as copied to the submit drive by the due date

Marks Attained /50

	A	B	C	D	E
+	47½-50	40-41½	32½-34½	22½-24½	10-14½
	45-46½	37½-39½	27½-32	17½-22	5-9½
-	42½-44½	35-36½	25-27	15-17	0 – 4½

Standard Awarded

SKILLS & PROCEDURES	
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Aspley State High School
BUSINESS COMMUNICATIONS AND TECHNOLOGIES
BSB01 – Business Services Training Package 2001
Context: Events Management

BSB20101 Certificate II in Business

Semester 4, 2009

Student Name:

Teacher: Mrs Hopes
Miss Killalea

Aspley State High School
 12 Business Communication & Technologies

BSB20101 Certificate II in Business

Evidence towards: BSBADM306A Create Electronic Presentations

Student Name: **Teacher:**

ELEMENTS OF COMPETENCY	OUTCOMES ACHIEVED (Initial & Date)
<p>EOC 1: Use Safe Work Practices Performance Criteria:</p> <p>1.1 Workspace, furniture and equipment are adjusted to suit the ergonomic requirements of the user</p> <p>1.2 <i>Work organisation</i> meets organisational and statutory requirements for computer operation</p> <p>1.3 Energy and resource <i>conservation techniques</i> are used to minimise wastage in accordance with organisational and statutory</p>	
<p>EOC 2: Prepare Presentation Performance Criteria:</p> <p>2.1 The purpose, audience and <i>mode of presentation</i> are determined in consultation with the content author / presenter</p> <p>2.2 <i>Presentation requirements</i> in terms of supporting documents, transparencies and equipment are identified</p> <p>2.3 Slide, notes and handout masters are designed to incorporate <i>organisational</i> and task requirements in relation to image and preferred style/s</p> <p>2.4 <i>Software functions</i> are utilised for consistency of design and layout to meet identified presentation requirements</p> <p>2.5 <i>Presentation features</i> are balanced for visual impact and emphasis</p> <p>2.6 Presentations are prepared within <i>designated timelines</i></p>	
<p>EOC 3: Produce Presentation Performance Criteria</p> <p>3.1 <i>Advanced software features</i> are used to streamline and customise the presentation for different audiences</p> <p>3.2 Manuals, user documentation and on-line help are used to overcome problems with design and production</p> <p>3.3 Presentation is checked for spelling, consistency and style in accordance with task requirements</p> <p>3.4 Presentation is rehearsed to adjust <i>pace</i> and <i>timing</i> in accordance with task requirements</p> <p>3.5 <i>Presentation materials</i> are printed in accordance with presenter / audience requirements</p> <p>3.6 Presentation is <i>stored</i>, in accordance with organisational requirements and the application exited without information loss/damage</p>	

Satisfactory/Not Yet Satisfactory

FEEDBACK

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I wish to apply for a resit Yes No

You have been appointed the Events Manager of:

ASH Conference & Convention Centre
651 Zillmere Road
ASPLEY QLD 4034

Phone 3863 9222
Fax 38639200
Email enquiries@ASHCCC.com.au

You have been asked to prepare an electronic presentation using PowerPoint that can be used to promote the meeting facilities we have available for hire.

VIEWING REQUIREMENTS

The final **2-minute** presentation will be:

- browsed by potential clients and need to be interactive (not necessarily linear)
- viewed online as a Web Page at ASH CCC's website, by potential hirers of the facilities;

SAVING

Your slide show must be saved in your private area on the server **H:** in your **12 BCT/Electronic Presentation** folder as '**Aspley Presentation (Your Name)**'.

INFORMATION REQUIREMENTS:

- *Facility Location and Logo*
 - You will need to design an appropriate logo
 - You will need to include a link to an internet map of the location (eg whereis)
- *Organisational Chart*
 - Name – Managing Director
 - (You) – Events Coordinator
 - Name – Equipment and Payments Co-ordinator
 - Name – Bookings Clerk (reports to Events Co-ordinator)
 - Name and Name – Equipment & Payments Clerks (report to E & P Co-ordinator)
- *Venue Highlights (Add a brief description of each)*
 - Meeting Rooms
 - Seating Arrangements and Capacities
 - Teleconference and Videoconference Equipment
- *Equipment Hire (show as a table)*
 - Mimio \$120.00;
 - DVD and Monitor \$75.00;
 - No Charge: Whiteboard and Markers; OHP and Screen; Butchers Paper and Markers; Lectern; CD Player;
 - Further equipment prices available on application.
- *Room Hire (show as a table)*
 - Lecture Centre (function room layout) \$300.00 per day;
 - Room 4 \$150.00 per day;
 - Rooms 1, 2 and 3 \$100.00 per day;
 - Boardroom \$100.00 per day;
 - Meeting Room \$100.00 per day;
 - Interview Rooms \$20 per hour.
- *Conference Morning Tea and Afternoon Tea*
 - Morning Tea & Afternoon Tea \$6.00 per person includes: Assorted biscuits (cream and plain selection); Assorted cakes; Muffins; Seasonal fresh sliced fruits; and Carafe of orange juice; Tea \$8.00 per pot (5 cups); Coffee \$15.00 per pot (9 cups).

DESIGN AND ENHANCEMENT REQUIREMENTS

The CEO prefers that:

- A single colour scheme is used predominantly throughout the presentation.
- Photos of the conference facilities (*taken and downloaded by you using the digital camera*) are included in the presentation.

POWERPOINT ELEMENTS

- Your presentation **must** include:
 - an appropriate **master slide/design template/background**.
 - pictures – taken with digital camera
 - a chart (organisational chart)
 - a table (equipment and room hire prices)
 - a graphic (logo)
 - hyperlinks
 - a title slide
 - slide transitions throughout
 - custom animation
 - logo on top right of all slides except the title slide
 - an ending slide
 - bullets and levels of bullets
 - appropriate colour scheme
 - notes pages showing features used
 - a footer on each slide containing your name and the name of the business.
- Your presentation **may also** include:
 - a recording of your voice
 - theme music/appropriate background sound
 - a video/motion clip

CHECK PRESENTATION

- Rehearse the presentation and adjust slide transition and custom animation in accordance with the task requirements.
- Before printing, check that spelling, consistency and style are in accordance with the task requirements.
- View your final presentation as a slide show.

PRINTING REQUIREMENTS

You are required to print:

- a final copy of the presentation using the handouts view – 3 per page
- Notes Pages listing PowerPoint features you have used on each slide.

YOU ARE REQUIRED TO COMPLETE AND SUBMIT BY THE DUE DATE:

- An electronic presentation saved to your private area as **H:\12 BCT Electronic Presentation\Aspley Presentation (Your Name).pps** which must be available for viewing by your teacher at any time.
- An electronic copy of the presentation copied into the teacher's Submit folder.
- A printed copy as instructed with the assignment task sheets attached