**TUOLUMNE/CALAVERAS COUNTY
OCCUPATIONAL OLYMPICS**

**COMPUTER BUSINESS APPLICATIONS**

**MULTIMEDIA PRESENTATION**

**EVENT OVERVIEW**

# Maximum number of participants: 15

We anticipate participants from 3 or 4 schools so each school needs to **limit the number of participants to 4**, with one or two backups if we find out a school has fewer students participating.

This event is designed to evaluate beginning level skills for creating and presenting multimedia presentations. The software available on campus for this event will be MS-Power Point, version 2013. Students will also be able to access Google Presentations if that is what they have use to prepare their presentation. (If the presentation is prepared in a prior version of PowerPoint, we suggest testing it in 2013 prior to the day of the competition.) The event will include the prior preparation of a Multimedia presentation on a topic of choice and on the day of competition, a presentation to an audience composed of other student participants and a judging panel.

COMPETENCIES EVALUATED

1. Ability to evaluate and organize information
2. Proofreading skills
3. Knowledge of proper format to set up slides
4. Use of computer software to efficiently produce finished copy
5. Ability to monitor and correct presentation performance

ADMINISTRATIVE INSTRUCTIONS

1. Students will choose a topic of interest and prepare their presentation. A teacher from each school should pre-approve the topics of all students attending. The topic approval form must be signed by each student and teacher and brought to the event. **Any student who does not have their topic pre-approved will not be able to participate in the competition**.
2. Be prepared to give your presentation on day of competition. Presentation must be between 4 – 5 minutes in length.
3. The participant will supply one (1) set of handouts of their presentation for the judges. Please use the handout print option with 3 slides to a page.(Handouts do **not** need to be in color).
4. Participants will be judged on their presentation skills and staying within the allotted time as well as the multimedia presentation itself.
5. All contestants should be dressed appropriately for a professional job environment. Any participants showing up in jeans and/or T-shirts will receive a **10 point deduction** on their overall scores.

EQUIPMENT AND MATERIALS

**To be supplied by the Occupational Olympics Committee:**

1. Computer hardware, projector, and screen for showing presentations
2. Software programs – Microsoft PowerPoint version 2013 or access to Google Presentations
3. Copies of judging criteria for prior planning
4. Topic Pre-Approval forms

**To be supplied by contestant:**

1. PowerPoint presentation on a USB flash drive in PowerPoint 2013 format or presentation available through access to Google Presentations.

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**TOPIC PRE-APPROVAL FORM**

STUDENT NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PRESENTATION TOPIC: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I have spoken with the above named student and I approve their topic for the Occupational Olympics Multimedia Presentation event.

TEACHER NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TEACHER SIGNATURE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The topic approval form must be signed by each student and teacher and brought to the event. **Any student who does not have their topic pre-approved will not be able to participate in the competition**.

**2016 Occupational Olympics**

# Computer Business Applications – Multimedia Presentations

 Student Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## General Appearance Excellent Poor

|  |  |
| --- | --- |
|  | Colors, theme, background 5 4 3 2 1 |
|  | Readability/Contrast 5 4 3 2 1 |
|  | Size/Style of Text 5 4 3 2 1 |
|  | Proofreading 5 4 3 2 1 |
|  | Appropriate use of Graphics 5 4 3 2 1 |
|  | Appropriate use of Transitions 5 4 3 2 1 |
|  | Appropriate use of Animations 5 4 3 2 1 |
|  | Appropriate use of Multimedia, 5 4 3 2 1 i.e., sounds, video, other |

## Mission/Purpose Excellent Poor

|  |  |
| --- | --- |
|  | Within allotted time frame 5 4 3 2 1 |
|  | Mission/Purpose Clear for target audience 5 4 3 2 1 |
|  | Close 5 4 3 2 1 |
|  | Audience participation and/or Questions 5 4 3 2 1 |
|  | Limited redundancy of verbal and slide information 5 4 3 2 1 |

## Presentation Skills Excellent Poor

|  |  |
| --- | --- |
|  | Prepared and Knowledgeable 5 4 3 2 1 |
|  | Eye Contact 5 4 3 2 1 |
|  | Tone and Volume of voice 5 4 3 2 1 |
|  | Movement/Hand Gestures 5 4 3 2 1 |
|  | Navigation of slides/use of technology 5 4 3 2 1 |