



# **BCS Digital Media Entry Level 3 Syllabus**

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CATEGORY	REF.	TASK ITEM
1. Digital Media Basics	1.1	Understand what digital technology is.
	1.2	Identify different types of digital media playback devices like: CD/DVD player, digital camera, portable media device.
2. Storing Digital Media	2.1	Identify different digital media storage devices like: CD/DVD, USB memory stick, portable hard drive, memory card, online storage.
	2.2	Know how to access digital media storage devices.
	2.3	Identify different digital photograph file formats like: JPEG, BMP, GIF, TIFF, PNG.
	2.4	Identify different audio file formats like: MP3, WAV, AIFF.
	2.5	Identify different video file formats like: MPEG, WMV, AVI.
	2.6	Identify storage capacity measurements like: KB, MB, GB, TB.
	2.7	Know how to view available space on a digital media storage device.
3. Managing Digital Media	3.1	Understand the reasons to use a computer to manage digital media: organising, editing and sharing.
	3.2	Know how to manage digital media files in a folder structure.
	3.3	Understand the problems caused by having large digital media files.
	3.4	Know how to delete data from external storage devices.
	3.5	Know how to backup or copy data to digital media storage devices.
4. Wireless Communication	4.1	Identify technologies that allow digital media devices to communicate: Bluetooth, Wi-Fi, hotspots, plug and play, DLNA.
	4.2	Understand and recognise what Bluetooth is.
	4.3	Understand and recognise what Wi-Fi is.
	4.4	Know how to connect devices using wireless technology.
5. Portable Media Devices	5.1	Recognise portable media devices like: MP3 player, tablet, smartphone.
	5.2	Know how to use a portable media device as a storage device.
6. Sharing Digital Media	6.1	Know how to share digital media with others.
	6.2	Understand how copyright legislation applies to sharing digital media.