



BCS Digital Music Entry Level 3 Syllabus

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CATEGORY	REF.	TASK ITEM
1. Getting Started	1.1	Identify parts of a digital music player device.
	1.2	Know how to switch a digital music player device on/off.
	1.3	Know how to select and play music on a digital music player device.
2. Using Device Controls	2.1	Know how to increase / decrease volume on a digital music player device.
	2.2	Know how to set the volume limit on a digital music player device.
	2.3	Know how to pause, stop, rewind, fast forward and skip music on a digital music player device.
	2.4	Know how to set the play order to random on a digital music player device.
	2.5	Identify ways to prolong battery life on a digital music player device.
	2.6	Know how to charge a digital music player device.
3. Music Player Software	3.1	Know how to connect a digital music player device to a computer.
	3.2	Know how to open and close music player software.
	3.3	Know how to use music player software help facility.
	3.4	Identify different ways to import music to music player software.
	3.5	Know how to import music onto music player software from external sources like: CD, online, a computer.
	3.6	Know how to find album information.
	3.7	Know how to delete music from music player software.
	3.8	Know how to synchronise a digital music player device with music player software.
4. Playing Digital Music	4.1	Know how to select and play music using music player software.
	4.2	Know how to pause, stop, rewind, fast forward and skip music using music player software.
	4.3	Know how to set the play order to random using music player software.
	4.4	Know how to adjust volume controls using music player software like: increase, decrease, mute.
5. Organising Digital Music	5.1	Create a playlist using music player software.
	5.2	Know how to add music to a playlist.

CATEGORY	REF.	TASK ITEM
	5.3	Know how to delete music from a playlist.
	5.4	Know how to search for music using music player software.
	5.5	Know how to backup or copy digital music to external media like: CD/DVD, USB memory stick, portable hard drive, memory card, online storage.
6. Purchasing Digital Music	6.1	Know how to access an online music store.
	6.2	Know how to search for digital music on an online music store.
	6.3	Know how to purchase digital music from an online music store.
	6.4	Understand how copyright applies to digital music.