



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

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CATEGORY	REF.	TASK ITEM
1. Taking Digital Photographs	1.1	Identify parts of a digital camera / device.
	1.2	Know how to turn a digital camera / device on / off.
	1.3	Know how to take a digital photograph.
	1.4	Know how to take a digital photograph with the flash on / off.
	1.5	Know how to use zoom when taking a digital photograph.
2. Viewing Digital Photographs	2.1	Know how to view digital photographs on a camera / device.
	2.2	Know how to use zoom in, zoom out when viewing digital photographs.
	2.3	Know how to delete digital photographs from a camera / device.
3. Transferring Digital Photographs	3.1	Know how to transfer digital photographs to another device.
	3.2	Know how to view digital photograph properties like: filename, file type, date and time, file size, resolution.
	3.3	Know how to backup or copy digital photographs to external media like: CD/DVD, USB memory stick, portable hard drive, memory card, online storage.
4. Editing Digital Photographs	4.1	Know how to crop digital photographs.
	4.2	Know how to reduce red eye within digital photographs.
	4.3	Know how to adjust brightness and contrast within digital photographs.
5. Organising Digital Photographs	5.1	Know how to save digital photographs using different file formats like: JPEG, TIFF, PSD, BMP, PNG, RAW.
	5.2	Know how to create a digital photograph album / folder.
	5.3	Know how to add digital photographs to a photograph album / folder.
	5.4	Know how to delete a digital photograph from an album / folder.
6. Printing and Sharing	6.1	Know how to print digital photographs.
	6.2	Identify different ways to share digital photographs with others.
	6.3	Understand how copyright applies to digital photographs.