

## CURRICULUM: DIGITAL PHOTOGRAPHY AND SCANNING

**Brief Description:** Digital photographer photographs persons, places, or other subjects, using various kinds of photographic equipment. Measures daylight using exposing meter or arranges artificial lighting and holds or places the camera at desired angle and distance from the subject to be photographed. Focuses and adjusts lens opening and exposure time and transfers the pics from the camera to the computer for printing.

**Minimum Educational Qualifications** : Graduate, preferably

**Maximum Educational Qualifications** : NA

**Experience** : NA

**Personal Attributes:** Practical interest in photography, lenses, lighting and simple electronics. Ability to compose skilful and artistic shots. Excellent hand-eye coordination and good hearing and eyesight. Physically fit and able to carry heavy equipment.

**Task:** Camera operators physically control camera equipment in the studio and location for film and recordings.

**Description:** The purpose is to train to take pictures using a digital camera with optical and digital zoom, transfer photos to a computer, and take prints suitably and productively.

### A) TECHNICAL KNOWLEDGE

#### DETAILED KNOWLEDGE OF DIGITAL CAMERAS AND THEIR ACCESSORIES

- Identify different parts, controls and accessories of a digital camera. Types, functions and uses of accessories, types of lenses & their use types of filters and their use
- Use and store cameras, accessories and equipment in a safe manner
- Describe the specifications of a digital camera. Advantages of digital camera, various controls and features of a digital camera

#### SETTING THE CAMERA ACCORDING TO THE ENVIRONMENT AND TAKING PICTURES

- Explain shutter speed & aperture setting according to conditions. Frame setting and composing
- Set up a digital camera
  - Attach the lens cap and strap
  - Charge and load the battery
  - Insert SD or MMC card
  - Turn on the camera
  - Set the language and date/time
  - Mount the camera on a tripod
- Take pictures in auto mode
  - Set frame for the view
  - Take a picture with and without using optical zoom
  - Take a photo using the flip-up flash
  - Take a picture using an external flash unit
  - Review pictures
  - Protect pictures from deletion
  - Store pictures on an SD or MMC card

- Take pictures in different settings
  - Full-frame portraits of people
  - Close-ups of yourself.
  - Subjects that are in motion
  - Distant subjects.
  - Distant scenery at night.
  - People in night scenes or low-light conditions.
  - Sunset.
  - Subjects that are in shadow or “backlit” (when light is behind the subject).
  - Candlelight
  - People indoors.
- Transfer pictures to a computer and print
  - Install the camera software on a computer
  - Transfer pictures to the computer
  - Set the size of images for printing
  - Print pictures
- Care and maintenance of camera and accessories
  - Troubleshoot minor problems (camera does not turn on/off, camera buttons and controls do not function, flash does not fire, picture quality problems)
  - Explain the care and maintenance of cameras and accessories

## **SCANNING AND EDITING**

### **Scan**

- Recognizes, or optical character recognition (OCR).
- Creates and interprets data from the scanner.
- Generate an image.

### **Proof, Edit and Save**

- Proof of reading order and recognition errors.
- Adjust the reading order
- Fix any recognition errors and save the changed document.

### **Distribution**

- Distribute the file using removable media.

## **B) KNOWLEDGE AND UNDERSTANDING (Organizational Context)**

The individual on the job needs to know and understand the following:

- Guidelines and standards for quality
- Safe working practices and procedures
- Job role and responsibilities
- Guidelines for storage of materials
- Safety precautions that must be taken
- Documentation formats

**C) Soft Skills**

- Verbal/ Non-verbal communication
- Interview skills
- Professional/social etiquettes
- Professional correspondence/ English