

Course Information Sheet

Transfer & Organise Photos Using a Computer

Transferring and Organising Photos

This course is for you if you know how to take photos on your digital camera, but are unsure how to get them onto your computer. You will learn how to save the photos onto your computer and view and print them.

What are the course entry requirements?

To get the best from these courses you should be able to follow verbal and written instructions in English. You should have good mouse and keyboard skills. It is useful if you have your own digital camera and can bring it with you, but we do have cameras available to use in the sessions.

How long is the course?

The course length may vary, but will usually be 2 weeks

What will the course involve?

1. Transfer a collection of images from a camera to a computer
2. Display digital images on a computer
3. Create a suitable folder structure for your photos
4. Delete, move and manage photos in folders

How will I be learning?

Each session will consist of mainly practical work on a computer or laptop. Your tutor will monitor your progress by carrying out an assessment at the start of the course. During the course your progress will be checked using a variety of techniques which may include: observation, informal quizzes, setting tasks, group discussion, question and answer sessions and peer assessment. You will have time during the course in which to discuss your progress with your tutor.

What equipment will I need?

Pen and paper for note taking. If you have your own digital camera you may bring it with you. However please do not make a special purchase without discussing it with your tutor in the first session.

How will I know if I am making progress?

Your tutor will help you to build a portfolio which will contain examples of the work you have done and the skills you have mastered. At the end of the course your achievement will be reviewed with your tutor.

What course work will I be expected to complete?

You will complete tasks each session that are relevant to the skills you are learning.

Will I need to cover anything in addition to the course fee?

There are no additional costs

What other training programmes and progression opportunities are there?

You should be able to progress onto a course such as Photo Editing.

If you require in-depth advice on progression opportunities or guidance on career choices please contact our Information Advice and Guidance Officers on 0845 600 1331. For general information about other courses, contact us on the same number or check out the website www.lancashire.gov.uk/adultlearning