

COURSE CODE

ICT10115

COURSE

Certificate I in Information, Digital Media and Technology

ENROL TODAY

TAFENSW.EDU.AU or 131 601

WHY CHOOSE TAFE NSW?



Opens career doors. Our industry relationships lead many students directly into work with a range of employers including agencies, studios, galleries and fashion houses.



Global prospects. TAFE NSW graduates possess the technical knowledge, creative-thinking and specialised skills that are highly sought after by employers around the world.



State-of-the-art facilities. Purpose-built creative studios and industry standard software mean you will master the same tools of the trade as leading professionals.



Industry exposure. TAFE NSW partners with industry to provide you with hands-on experience through networking, sponsor programs, competitions, talks, lectures and other creative industry events.



Recognised and respected. TAFE NSW has built its reputation on delivering trusted, industry aligned and nationally recognised training for over 130 years.

Certificate I in Information, Digital Media and Technology

National Course Code: ICT10115 | TAFE NSW Code: ICT10115-01V02-20CHE-004

Qualification Level	Certificate I
Study Type	Part Time Day
Course Start Date	Enquire Now
Hours Per Week	18.8
Duration	9 Weeks
Delivery Locations	Coffs Harbour Education CHEC
Course Fees	Subsidised Prices Fee If Eligible For Subsidy: \$0.00 Non-subsidised Prices Full Fee: \$2,630.00
Course Features	Nationally Recognised Training This training is subsidised by the NSW Government Fully Subsidised Course

Course Description

This qualification provides the skills and knowledge for individuals to safely perform foundation digital literacy tasks using a personal computer and a range of software applications and digital devices. Licensing/Regulatory Information: No licensing, legislative or certification requirements apply to this qualification at the time of publication.

Entry Requirements

When you study with TAFE NSW, we want you to succeed. Entry requirements allow us to make sure that you have the right pre-existing knowledge and skills to achieve your chosen qualification. You will need to provide evidence that you meet the requirements listed in this section. There are no entry requirements for this qualification

Information Sessions and more about the course

It's all happening at TAFE NSW InfoFest. [Register](#) for an information session to broaden your skills set to get ahead. Can't find an Information Session for you? [Enquire Online](#) or call 131601.

INFORMATION SESSIONS

To find out more about this course, meet our teachers and receive information about enrolment and next steps, attend an information session.

Date: Thursday, 12 December, 2019 Time: 10am to 12pm Location: CHEC Campus, Room A.112

Or

Date: Wednesday 22 January, 2020 Time: 10am to 12pm Location: CHEC Campus, Room A.1.12

STUDY COMMITMENT

This is a Part Time Day Blended course. You will need to attend approximately 18.8 hours of class, over 2 days a week, for 9 weeks.

You may also be required to complete approximately 5.6 hours of additional study each week outside of class hours, including online learning activities and exercises via GCF Learnfree and LinkedIn Learning video resources.

IS THIS COURSE RIGHT FOR YOU?

This course offering is designed for beginners who are interested in learning about general computing. The course includes basic word processing, PowerPoint, safe Internet browsing and how to get the most out of digital devices such as iPads and mobile phones.

SERVICES AND STUDY SUPPORT

TAFE NSW provides the following services to ensure a supported and successful learning environment for all students:

- Aboriginal and/or Torres Strait Islander Student Support and Services
- Accessibility and Disability Services
- Personal Counselling
- Vocational Counselling
- Learning Support
- International Student Support
- Scholarships
- Multicultural Support

We offer student services and study support to ensure you can achieve your goals. Learn about TAFE NSW [Student Services](#)

As a TAFE NSW student in this course, you will have access to:

- LinkedIn Learning (formerly Lynda.com)
- Studiosity - online access to a real life tutor
- Easy computing online short courses
- Access to local TAFE libraries

Attendance

This course is currently scheduled on Monday and Tuesday from 9.00am to 3.00pm. This timetable may change and will be confirmed by your teacher.

Fee Details

SMART AND SKILLED FEES

This course is government-subsidised, meaning you pay a portion of the full course fee to TAFE NSW and the NSW Government will pay the balance. However, you must meet certain eligibility criteria for this to apply.

Depending on your previous qualifications and experience, your fee may be less than the maximum fee quoted. Your actual fee and eligibility for concession/exemption will be calculated and confirmed during the enrolment process. Payment plans are available through TAFE NSW for Smart and Skilled eligible qualifications.

For further information about eligibility and explanations of the different fee categories, visit [Are You Eligible?](#)

READ BEFORE YOU ENROL

Learn about TAFE NSW [Fees](#)

Learn about TAFE NSW [Payment/Funding](#)

RECOGNITION

Recognition is a process of acknowledging previously completed qualifications, skills, knowledge or experience relevant to your course. This may reduce the amount of learning required, reduce your course fees and allow you to achieve your qualification faster.

Learn about Recognition at TAFE NSW [Recognition](#)

How to Enrol

Semester one starts early February 2020. Enquire now to be notified when enrolments open.

To find out more information on this course including the next start date, submit an online enquiry by clicking the **Enquire Now** button on this page, or call 131 601 during business hours* to chat with a member of our friendly customer service team.

*Our customer service team are available from Monday to Friday, 9am to 5pm AEST.

Enrolling with us is easy, though the exact process does depend on your course and any prerequisites that go with it.

Be sure to read your chosen course information carefully to make sure it is the right qualification, location and study type for you.

Enrol and pay online via our secure payment gateway to secure your place.

As you progress through the enrolment process you will be prompted to provide additional information. If you are interested in studying as a Trainee or Apprentice please call 131 601 for full details.

Units

ICTICT101	Operate a personal computer
ICTICT102	Operate word-processing applications
ICTICT104	Use digital devices
ICTICT103	Use, communicate and search securely on the internet
ICTICT106	Operate presentation packages
ICTICT108	Use digital literacy skills to access the internet

Career Opportunities

This course is an excellent starting point for anyone seeking an administrative role in the IT industry

Information as of 24 Feb 2020