

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: ICT10115-01V02-20GNF-001

Qualification Level	Certificate I
Study Type	Part Time Day
Course Start Date	Enquire Now
Hours Per Week	10.3
Duration	18 Weeks
Delivery Locations	Grenfell Connected Learning Centre
Course Fees	<b>Subsidised Prices</b> Fee If Eligible For Subsidy: \$0.00 <b>Non-subsidised Prices</b> 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

There are no information sessions currently scheduled for this course.

### STUDY COMMITMENT

This is a Face to Face Part Time course. You will need to attend approximately 6.1 hours of class, over 1 day a week, for 18 weeks.. As well as the in-class component, you will need to complete approximately

4.2 hours of other study per week.

You may also be required to complete approximately 5.3 hours of additional study each week outside of class hours, including prescribed Moodle activities, prescribed reading & pre & post class activities.

Studying at a TAFE NSW Connected Learning Centre means that you don't have to leave your local community to get a first rate education and access elite training, teachers and support services. Connected Learning Centres are custom designed to utilise modern technologies, simulations and virtual reality experiences to offer you a wider range of choices, more accessible, practical training and flexible learning opportunities. Students can access work booths, group learning rooms, a computer hub, print shop, tech-bar, media lounge, and learning support centre and a creative space to work on ideas for the future.

Our Connected Learning Centres will equip you with the skills you need for the jobs you want - in regional NSW, or anywhere in the world. If you would like to explore your local [Connected Learning Centre](#)

### **IS THIS COURSE RIGHT FOR YOU?**

This qualification is directed at those individuals who are wanting to develop the skills and knowledge to safely perform foundation digital literacy tasks using a personal computer and a range of software applications and digital devices. This is a course for beginners and will provide students with basic computer skills in word processing, internet, PowerPoint and use digital devices such as tablets and mobile phones.

### **SERVICES AND STUDY 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 at TAFE NSW Grenfell, Connected Learning Centre on Thursday from 9.30am to 2.00pm. 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 two starts July 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
ICTICT103	Use, communicate and search securely on the internet
ICTICT104	Use digital devices
ICTICT106	Operate presentation packages
ICTICT107	Use personal productivity tools

## Career Opportunities

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