

# Course Information 2016

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## ICT10115—Certificate I in Information, Digital Media and Technology ICT20115—Certificate II in Information, Digital Media and Technology

### Timetable

These certificates are available in **FLEXIMODE** only.

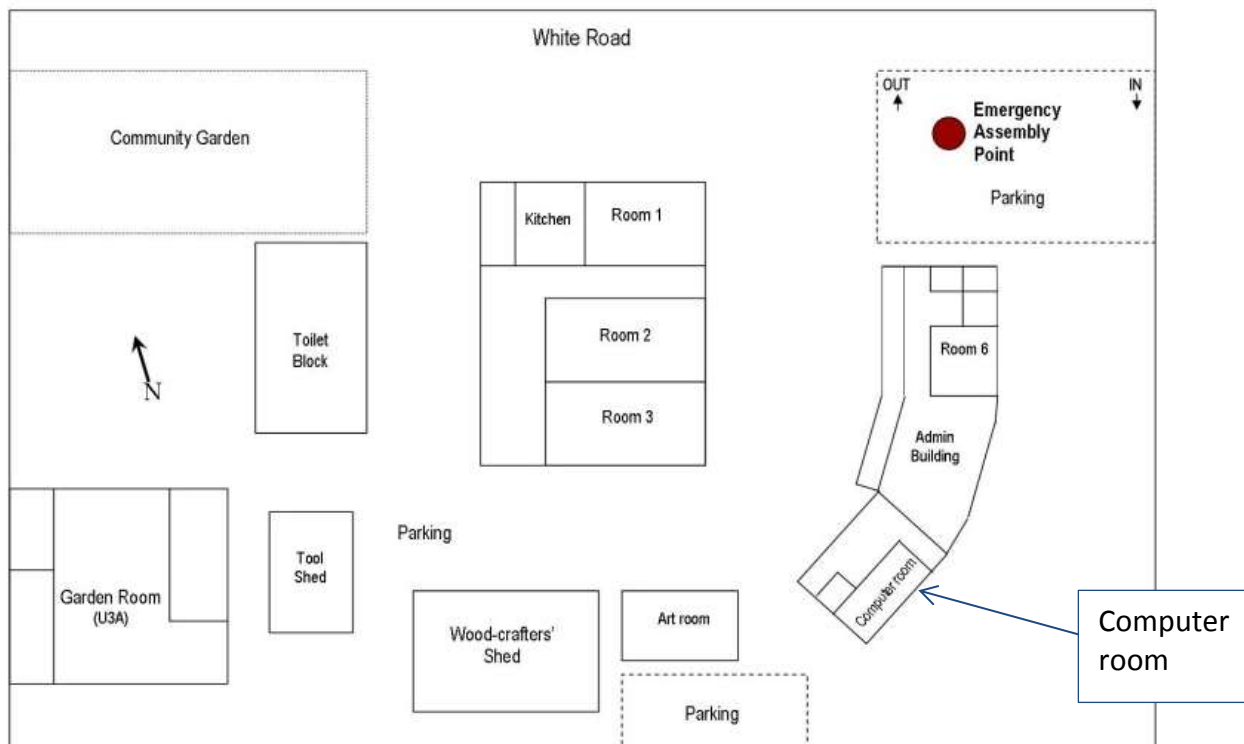
In fleximode, students work at their own pace—there are no structured classes. BCAEC will purchase the study resources on your behalf, and provide access to the computers at this centre and support from our staff. Assessments are conducted formally by Centre staff.

### Location

Students will use the computer room in the administration building. See below for timetable of availability.

	Mon	Tue	Wed	Thurs	Fri
9 – 12	Not available				
1 – 4		Not available	Not available		

### Map of Bass Coast Adult Education Centre



## Fees 2016 – for the full year, full course

Course Name/Level	INELIGIBLE FOR GOVT FUNDING FEE	ELIGIBLE FOR GOVT FUNDING FULL FEE	ELIGIBLE FOR GOVT FUNDING CONCESSION	WORKBOOKS \$15 PER UNIT
ICT10115 Certificate I in Information, Digital Media and Technology (195 hrs)	\$585	\$390	\$156	\$90
ICT20115 Certificate II in Information, Digital Media and Technology (450 hrs)	\$1,350	\$900	\$360	\$210

*NB: Course materials are in the form of self-contained student workbooks which the student purchases from us as required. Costs \$15 per unit.*

*Centrelink concession card holders will pay the concession fee. If you have any questions about the course, your enrolment, or the fees, please come and talk with us or ring us during office hours.*

### **Office Hours: Monday to Thursday, 9 am–5 pm and Friday, 9 am–4 pm**

*(Answering service available after hours – 5672 3115)*

### **Refund Policy**

- *Cancellation of a course by BCAEC for any reason will mean participants receive a full refund.*
- *Cancellation, by the participant, within seven (7) days of the course running will result in a full refund but outside (7) days may incur an administrative fee of \$20.*
- *Certificates will not be awarded until fees have been fully paid.*

## **Pathways and Job Roles**

*These certificates are suitable for people who have basic computer skills and knowledge, and now wish to obtain more extensive knowledge in an accredited certificate course.*

*Both certificates have a wide range of varying industry applications. At Certificate II level, suggested jobs may include office assistant, records assistant and junior office support.*

## Course structure

### ***ICT10115 Certificate I in Information, Digital Media and Technology***

CORE  
ICTICT101 Operate a personal computer  
ICTICT102 Operate word processing applications (Word 2010)  
ICTICT103 Use, communicate and search securely on the internet  
ICTICT104 Use digital devices

#### ELECTIVES

ICTICT105 Operate spreadsheet applications (Excel 2010)  
ICTICT106 Operate presentation packages (PowerPoint 2010)

### ***ICT20115 Certificate II in Information, Digital Media and Technology***

CORE  
BSBWOHS201 Contribute to health and safety of self and others  
BSBSUS201 Participate in environmentally sustainable work practices  
ICTICT201 Use computer operating system and hardware (Windows 7)  
ICTICT202 Work and communicate effectively in an IT environment  
ICTICT203 Operate application software packages (Word, Excel, Access 2010)  
ICTICT204 Operate a digital media technology package  
ICTWEB201 Use social media tools for collaboration and engagement

#### ELECTIVES (7 ARE selected)

ICTICT205 Design basic organisational documents using computing packages (Office 2010)  
ICTICT206 Install software applications  
ICTICT210 Operate database applications (Access 2010)  
ICTSAS203 Connect hardware peripherals  
ICTSAS206 Detect and protect from spam and destructive software  
ICTSAS305 Provide IT advice to clients  
ICTSAS306 Maintain equipment and software