

Course Information 2017

ICT10115—Certificate I in Information, Digital Media and Technology

ICT20115—Certificate II in Information, Digital Media and Technology

ICT30115—Certificate III in Information, Digital Media and Technology

Timetable

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

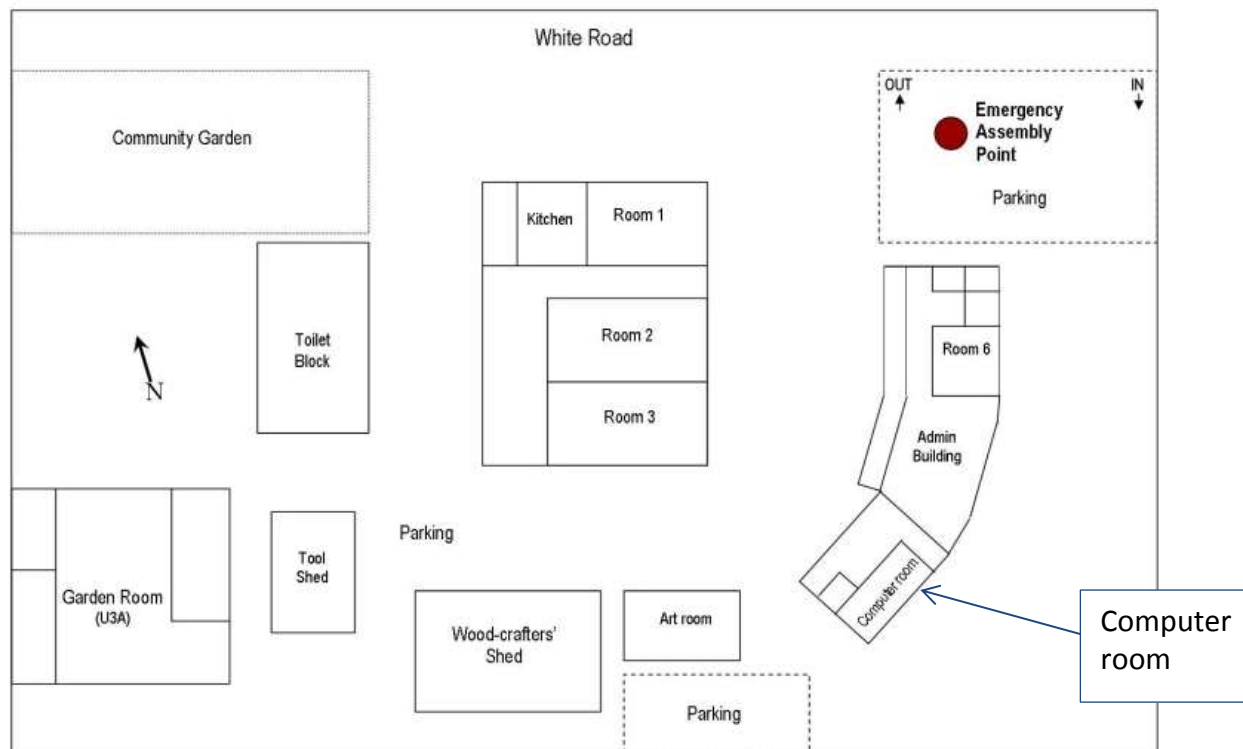
In fleximode, students work at their own pace—there are no structured classes. BCAEC will purchase the study resources on your behalf, and provide access to the computers at this centre and support from our staff. Assessments are conducted formally by Centre staff.

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			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 - \$19 PER UNIT
ICT10115 Certificate I in Information, Digital Media and Technology	\$780	\$585	\$117	\$90
ICT20115 Certificate II in Information, Digital Media and Technology	MIN: \$1640 MAX: \$1760 (Elective Dependant)	MIN: \$1230 MAX: \$1320 (Elective Dependant)	MIN: \$246 MAX: \$260 (Elective Dependant)	\$195
ICT30115 Certificate III in Information, Digital Media and Technology	MIN: \$2225 MAX: \$2585 (Elective Dependant)	MIN: \$1755 MAX: \$2025 (Elective Dependant)	MIN: \$627 MAX: \$681 (Elective Dependant)	MIN: \$275 MAX: \$283 (Elective Dependant)

NB: Course materials are in the form of self-contained student workbooks which the student purchases from us as required. Costs \$15 - \$19 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

ICT30115 Certificate III in Information, Digital Media and Technology

CORE BSBSUS401 Implement and monitor environmentally sustainable work
 BSBWHS304 Participate effectively in WHS communication and consultation
 ICTICT202 Work and communicate effectively in an ICT environment
 ICTICT201 Create user documentation
 ICTICT301 Install and optimise operating system software
 ICTICT303 Connect internal hardware components
 ICTSAS301 Run standard diagnostic tests
 ICTSAS303 care for computer hardware
 ICTSAD304 Provide basic system administration
 ICTSAS305 Provide ICT advice to clients
 ICTSAS306 Maintain equipment and software

ELECTIVES

- BSBCMM401 Make a presentation
- BSBEBU401 Review and maintain a website
- BSBITU301 Create and use databases
- BSBITU305 Conduct online transactions
- BSBITU402 Develop and use complex spreadsheets
- ICTICT203 Operate application software packages
- ICTICT308 Use advanced features for computer applications
- ICTWEB201 Use social media tools for collaboration and engagement
- ICTWEB301 Create a simple markup language document
- ICTWEB303 Produce digital images for the web