



# ICT20115 Certificate II in Information, Digital Media and Technology

National ID: ICT20115 | State ID: AVZ2

## About this course

This qualification will provide you with the practical skills and knowledge to operate the essential functions of software applications of a computer. You will learn skills that enable you to operate a computer and use software applications which could include packages for word processing, spreadsheets, databases, presentation packages, internet, email and basic web page construction. You will also learn about the different fields of information technology.

**Study modes and durations differ depending on your local campus. Please check with your local campus for more information.**

## Overview

In order to comply with COVID-19 Government directed social distancing guidelines, some courses may include a mix of online and classroom based training delivery, as well as practical and work experience placements.

While the mode of delivery might vary, the content and key learning outcomes of the course will remain the same.


The precise mix of delivery method will vary from course to course. The time, place and method of delivery may also vary across the semester to ensure social distancing and safe training delivery for staff and students during the COVID-19 pandemic.

South Regional TAFE will provide students with adequate support to work in online environments where necessary.


## Semester 1, 2020

---

### Busselton - Full Time, Part Time, Workplace

 Duration: **6 Months**

 When: **Semester 1, 2020**

 How: **F**  
**Full-Time**  
**Part-Time**  
**Online**  
**Traineeship**  
**Workplace**  
**Flexible**

## Units

---

Not all units and study modes are offered at all campuses. Please check with your local campus.

## Core

National ID	Unit Title
BSBSUS201	Participate in environmentally sustainable work practices
BSBWHS201	Contribute to health and safety of self and others
ICTICT201	Use computer operating systems and hardware
ICTICT202	Work and communicate effectively in an ICT environment
ICTICT203	Operate application software packages
ICTICT204	Operate a digital media technology package
ICTWEB201	Use social media tools for collaboration and engagement

## Elective

National ID	Unit Title
ICPDMT321	Capture a digital image
ICTICT205	Design basic organisational documents using computing packages
ICTICT206	Install software applications
ICTICT207	Integrate commercial computing packages
ICTICT209	Interact with ICT clients
ICTICT210	Operate database applications
ICTICT301	Create user documentation
ICTICT303	Connect internal hardware components
ICTSAS201	Maintain inventories for equipment, software and documentation
ICTSAS203	Connect hardware peripherals
ICTSAS205	Maintain ICT system integrity
ICTSAS206	Detect and protect from spam and destructive software
ICTSAS208	Maintain ICT equipment and consumables
ICTSAS209	Connect and use a home based local wireless network

## Entrance requirements

School Leaver	Non-School Leaver	AQF
OLNA or NAPLAN 9 Band 8	C Grades in Year 10 English and Maths or equivalent	Certificate I or Certificate II

## Study pathway

Certificate III in Information, Digital Media and Technology

## Job opportunities

Successful completion of this qualification provides you with basic computing skills to support a wide range of varying industry occupations with role title such as office assistant, records assistant, junior office support.

## Fees and charges

Please contact the college to receive an indicative price for this course. Your fees will be calculated from your individual circumstances at the time of enrolment.

Concessions (for eligible courses at certificate levels I to IV) and annual course fee caps may apply. Other charges may apply.

### VET Student Loan

Students in Diploma qualifications and above may be assisted through a loan under the Commonwealth Government's VET Student Loan scheme. Only an Australian citizen, a permanent humanitarian visa holder and resident in Australia, or a New Zealand Special Visa 444 student who can also provide evidence of a WACE Certificate (completion of Year 12) or equivalent can apply for a loan. For more information please see <http://studyassist.gov.au/sites/StudyAssist/> (Opens in a new window )

For information on the VET Student Loan process at South Regional TAFE please see <http://www.southregionaltafe.wa.edu.au/futurestudents/vet-student-loans>

### International students

Fees, charges, available locations, applications, and enrolment procedures for international students are different to those applicable to local students.

International students can only study full-time. For information on international student fees and application, please follow this link to the TAFE International WA website [www.tafeinternational.wa.edu.au/courses](http://www.tafeinternational.wa.edu.au/courses)

**Please note, fees are subject to change.**