

CERTIFICATE I IN INFORMATION, DIGITAL MEDIA AND TECHNOLOGY

[ICA10111]



An Australian Government Initiative

This is a FREE, 15 hours per week Skills for Education and Employment (SEE) program designed to develop skills and knowledge in Information Technology (IT) and improve literacy and numeracy skills.

This course is designed to provide basic skills in using a personal computer; using email, the internet for research, and creating business documents. It provides skills and knowledge required for personal computer use, entry into the workforce, or further IT studies at Certificate II level.

COURSE CONTENT

Core units - 4 units to be completed

- > ICTICT101 Operate a personal computer
- > ICTICT102 Operate word-processing applications
- > ICTICT103 Use, communicate and search securely on the internet
- > ICTICT104 Use digital devices

Elective units - 2 units to be completed from this list:

- > BSBWHS201 Contribute to health and safety of self or others
- > BSBSUS201 Participate in environmentally sustainable work practices
- > ICTICT105 Operate spreadsheet applications
- > ICTICT106 Operate presentation packages

COURSE DETAILS

- > TAFE SA Port Pirie
- > 20 weeks, 15 hours per week
- > 11 February - 1 July 2019
- > Monday, Tuesday and Thursday
- > 9.00am - 2.45pm

HOW TO ENROL

1. Contact your nearest Centrelink office or Employment Service Provider.
2. Centrelink, or your Employment Service Provider can book a Pre-Training Assessment with TAFE SA on T: (08) 8463 5091
3. At your Pre-Training Assessment with TAFE SA a qualified assessor will evaluate your language, literacy and numeracy skills and customise a learning program to best suit your needs.

TAFE SA will start taking Pre-Training Assessment bookings from 29th January 2019.

FOR MORE INFORMATION

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If you are deaf, or have a hearing or speech impairment, contact us through the National Relay Service relayservice.gov.au

