Develop skills and knowledge in a wide range of general information and communications technology technical functions
Gain a degree of self-sufficiency as an ICT user
Achieve a high level of competency to work with technical support, web technologies, software applications and digital media

**PROGRAM LENGTH**

24 weeks (including 6 weeks scheduled breaks)
20 hours/week

**START DATES**

<table>
<thead>
<tr>
<th>Year</th>
<th>Dates</th>
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<tbody>
<tr>
<td>2017</td>
<td>Jan-9, Jan-16, Jan-23, Feb-13, Apr-17, May-1, May-08, July-10, July-17, July-24, Aug-14, Oct-16, Oct-30, Nov-06</td>
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On the first day of the course, you will go through an orientation process where you will receive the information you need to start your studies. Your attendance to this orientation is compulsory.

**2016 FEES**

- Enrolment fee: $200
- Material fee: $100
- Tuition fee: $2,700

**ENTRY REQUIREMENTS**

- An overall equivalent of Australia’s Year 12 (minimum high school diploma)
- IELTS 5.5 or equivalent: upper intermediate English certificate, completion of ABS pre entry test
- Students must be at least 18 years old

**COURSE SCHEDULE**

- **Lecture**
  Monday, Tuesday from 4:00 pm to 8:00 pm

- **Assessment Support** (Flexibility to choose most convenient time for student)
  - Monday to Thursday from 1:30 pm to 5 pm
  - Friday from 9 am to 5 pm

**PROGRAM DESCRIPTION**

The Certificate III in Information, Digital Media and Technology provides the skills and knowledge for an individual to be competent in a wide range of general information and communications technology (ICT) technical functions and to achieve a degree of self-sufficiency as an advanced ICT user.

Persons working at this level will support information technology activities in the workplace across a wide range of ICT areas, including technical support, network administration, web technologies, software applications and digital media technologies.

**PROGRAM OVERVIEW**

**Core Units**

- Work and communicate effectively in an IT environment
- Install and optimise operating system software
- Run standard diagnostic tests
- Create user documentation

**Elective Units**

- Operate application software packages
- Review and maintain a website
- Use social media tools for collaboration and engagement
- Create a simple mark-up language document
- Build simple websites using commercial programs
- Produce digital images for the web
- Care for computer hardware
- Capture a digital image

**Online Units**

- Participate effectively in WHS communication and consultative processes
- Produce and prepare photo images
- Use computer operating system and hardware
- Implement and monitor environmentally sustainable work practices
- Maintain equipment and software

*Course units may be subject to change*
Implement and monitor environmentally sustainable work practices - BSBsus301A
This unit describes the performance outcomes, skills and knowledge required to effectively analyse the workplace in relation to environmentally sustainable work practices and to implement improvements and monitor their effectiveness.

Participate effectively in WHS communication and consultative processes - BSBWHS304A
This unit describes the performance outcomes, skills and knowledge required to participate in work health and safety (WHS) communication and consultation processes.

Review and maintain a website - BSBEBU401A
This unit describes the performance outcomes, skills and knowledge required to undertake data analysis, review website content and update and maintain a website. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

Operate application software packages - ICAICT203A
This unit describes the performance outcomes, skills and knowledge required to identify, select and operate three commercial software packages, including a word-processing and a spreadsheet application package.

Create user documentation - ICAICT301A
This unit describes the performance outcomes, skills and knowledge required to create user documentation that is clear to the target audience and easy to navigate.

Maintain equipment and software ICASAS306A
This unit describes the performance outcomes, skills and knowledge required to carry out maintenance and fault repair according to organisational procedures, in order to keep equipment and software operating.

Use social media tools for collaboration and engagement - ICAWEB201A
This unit describes the performance outcomes, skills and knowledge required to establish a social networking presence using social media tools and applications. The unit specifically identifies the requirement to review, compare and use different types of social networking tools and applications.

Create a simple markup language document - ICAWEB301A
This unit describes the performance outcomes, skills and knowledge required to design, create and save a basic mark-up language document using a text editor.

Care for computer hardware - ICASAS303A
This unit describes the performance outcomes, skills and knowledge required to manage the maintenance and location of hardware.

Produce digital images for the web - ICAWEB303A
This unit describes the performance outcomes, skills and knowledge required to produce and manipulate images suitable for use in website development.

Work and communicate effectively in an IT environment - ICAICT202A
This unit describes the performance outcomes, skills and knowledge required to work and communicate effectively within organisational policies and governance arrangements using information technology (IT) systems, equipment and software.

Install and optimise operating system software - ICAICT302A
This unit defines the performance outcomes, skills and knowledge required to install operating system (OS) software and to make adjustments as a means of optimising the system to accommodate business and client needs.

Run standard diagnostic tests - ICASAS301A
This unit describes the performance outcomes, skills and knowledge required to troubleshoot problems and conduct diagnostic tests on a range of platforms.

Capture a digital image - ICPMM321C
This unit describes the performance outcomes, skills and knowledge required to use digital camera technology for the production of colour separated images.

Produce and prepare photo images - CUFDIG303A
This unit describes the performance outcomes, skills and knowledge required to prepare photo images for integration into an interactive media sequence or product.

Build simple websites using commercial programs- ICTWEB302
This unit describes the performance outcomes, skills and knowledge required to use web authoring tools to create, modify and test simple web pages and websites.

Use computer operating systems and hardware - ICTICT201
This unit describes the performance outcomes, skills and knowledge required to select, configure and use computer operating systems and basic computer hardware.

ASSESSMENTS
All vocational courses are assessed through a combination of assessment types that may include essays, reports, group tasks, portfolios and/or presentations.

ON-LINE UNITS
Online units are delivered through our on-line platform and can be completed anytime during your study period. You can contact and get support from your teacher to complete online units.

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