Certificate II in Information, Digital Media and Technology

ICT20115

START YOUR CAREER IN IT BY LEARNING FROM THE BEGINNING
Determine if an Information Technology career is for you by completing Certificate II in Information, Digital Media and Technology. You will learn the correct way to install software and how to maintain standard computing equipment, giving you the head start you need in the IT world.

In the Certificate II in Information, Digital Media and Technology course you will also learn to use common business applications like Office Word, Excel and Access, as well as hands-on maintenance steps.

Subject Choices

- Safe work practices in IT
- Software Basics
- Participate in Sustainability
- Work in IT
- Basic Applications in IT
- Word Processing Skills (E)
- Spreadsheets - An Introduction (E)
- Basic Computer Maintenance (E)
Start Date:
Start immediately

Duration:
Complete within 8 months

Delivery Options:
On-line/Correspondence

Group Training:
Workshops available

Course Fees: $2,500  All materials provided at no extra cost

The course fees may vary if you are a trainee or if the state that you reside in has a subsidised training opportunity. Refer to the tables below.

New Entrant Traineeship Fees for this Qualification:

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Existing Worker Traineeship Fees for this Qualification:

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School Based Traineeship Fees for this Qualification:

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Subsidised Training Options for this Qualification:

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* NSW fees depend on previous qualification levels
** Subject to eligibility and availability at the time of enrolment
Entry Requirements

Reading and Writing Skills
The course is an online correspondence course so you need to have basic English reading and writing skills, or higher. As a guide - you should have completed Year 10 schooling, or have proven workplace written communication skills.

Limited Enrolments
Please note that the College has a restriction on the total number of Information Technology students to ensure that we can adequately support them. At this time enrolments in this course are restricted to existing students and clients by an application basis.

Spoken English Skills
To ensure successful completion of this course you must have sufficient English speaking skills to be able to communicate with your Student Adviser over the phone.

Computer and Internet
- Access to a Desktop Computer or Laptop with Windows 7 (or higher)
- You will need access to a computer and the internet with Internet Explorer 8+, Chrome or Firefox
- Access to the following Microsoft Office 2010 (or later) Applications: Word, Excel, PowerPoint
- Access to a Current Windows Operating System (E.g. Windows 7 or higher)
- Access to Computer Hardware/Peripherals (Desktops, Monitors, Mouse, Keyboard, Printers etc.)

Other
- Ability to study and conduct assessments in a safe environment
- Access to a desktop computer that can be physically dismantled (eg removal of hard drive and other components) and reassembled
- Possess Administrator rights for installation of software on a local computer
- Safety Equipment used in the dismantling of Computer Desktops (Electrostatic Wrist strap) is also required
Core Subjects:

Safe work practices in IT

This subject covers the skills and knowledge required to work in a healthy and safe manner in IT. You will learn to recognise hazards, the importance of safety signs and how to raise safety issues within a workplace. This is a great entry level subject to help you act and respond in a safe manner and it also covers how to respond to emergency incidents.

Unit(s):

BSBWHS201 - Contribute to health and safety of self and others

Software Basics

Operating Systems are at the heart of modern computing. This subject delivers a thorough understanding of operating systems, anti-virus software, software licensing and key hardware devices. Learners will be asked to demonstrate their ability to install an operating system, adjust settings, install and test of hardware and use system tools like Disk Clean-up and Disk Defrag.

Unit(s):

ICTICT201 - Use computer operating systems and hardware

ICTICT206 - Install software applications

Participate in Sustainability

Environmental sustainability is everyone’s responsibility. This subject explains what sustainable practices are and how you can follow them in your workplace. Content includes recycling programs and ways to monitor usage of business resources so you can identify money saving practices.

Unit(s):

BSBSUS201 - Participate in environmentally sustainable work practices

Work in IT

This subject provides a foundation for working in an IT environment by explaining typical roles and responsibilities and standard IT policies and procedures. Assisting clients and customers through good communication skills is taught, and a simulated real-time support call with the College Trainer helps build practical skills. The last section of the subject delves into the business application of Social Media.

Unit(s):

ICTICT202 - Work and communicate effectively in an ICT environment

ICTWEB201 - Use social media tools for collaboration and engagement
Basic Applications in IT

The proper usage of the Microsoft Office suite can greatly benefit a workplace. This subject provides an insight into various usages of Word, PowerPoint and Excel and how they can be used effectively to support a range of workplace requests. It also looks at how these applications can be integrated within each other to provide even more power functionality.

Unit(s):
ICTICT203 - Operate application software packages
ICTICT204 - Operate a digital media technology package
ICTICT205 - Design basic organisational documents using computing packages
ICTICT207 - Integrate commercial computing packages

Elective Subjects:

Word Processing Skills

Learn key word processing skills that will allow you to create template documents, design and prepare multiple page documents, use mail merge and apply styles in accordance with any organisational style guides. You will also learn how to insert tables and images and an excel graph or chart into your word document to improve its readability and appeal.

Unit(s):
BSBITU303 - Design and produce text documents

Spreadsheets - An Introduction

In this introductory subject, learn the fundamentals of working with excel and creating formulas. Content also covers ways to design spreadsheets to improve the layout of information, as well as how to create graphs or charts. You will be amazed at the potential excel offers you to improve work processes and manage data.

Unit(s):
BSBITU304 - Produce spreadsheets

Basic Computer Maintenance

This subject offers an introduction to computer maintenance for entry level IT staff. It address the specific safety considerations within the IT Industry, determining equipment requirements, and performing preventative maintenance and repairs.

Unit(s):
ICTSAS203 - Connect hardware peripherals
ICTSAS208 - Maintain ICT equipment and consumables
Service Guarantees

Quality Training Provider
ACCM was one of the first private training Colleges to be given official RTO registration status. 21 years later we have helped over 2,000 employers and 25,000 students achieve their career goals and have been recognised as a state finalist on the NSW Training Awards. We have a history of satisfied students and clients and repeat business. Our testimonials on our website are genuine and the type of feedback we receive daily. We are so confident that you will be pleased with the College service, that we guarantee it.

Speedy Paper-less Enrolment
Enrolment Applications are accepted 24/7 online. Be fully enrolled in your course in 7 minutes! For customised or employment based courses and traineeships contact us and we will send you a customised enrolment page by email.

Start Anytime - Immediate Enrolment
Within 30 minutes of being enrolled, your personal log-on details are emailed to you. This gives you access to course materials to commence your studies (via our on-line system WebClass).

Industry Expert Student Adviser
You will be allocated your own industry experienced Student Adviser. While they will personally manage your program; you will also benefit from the College team around them to provide expert assistance in all subject areas.

Prompt Results and Feedback
All assessments are promptly returned (via Webclass) with detailed feedback and encouragement. Our goal is to have them back to you in 2 weeks or less. In the meantime you can progress to your next subject.

Personal Contact for the Right Start
When you enrol your College Student Adviser will phone to welcome you to the course. Your Student Adviser will ensure that you understand the best way to progress in your course. They will also assist you with any questions you may have. They will be in regular touch with you at the start of your course to offer motivation, support and guidance. For employment based enrolments they will also make contact with supervisors during this time to address any questions they may have.

Pro-active Learner Support
The support won’t stop! Contact from your College Student Adviser will continue every month, based on the level of help you need. Of course, at any time you can call us to get help. Get immediate assistance over the phone and by email. If immediate assistance is unavailable for any reason, we will make sure a qualified Student Adviser is in contact with you no later than the next business day.

Quality Course Materials
Our step by step course materials have been written by industry experts specifically for the College. They will give you all of the relevant learner information you need to succeed in your course. The resources simplify industry jargon and concepts, give you industry insight and understanding, and focus on current real world business practices.

Employer Progress Updates
For employment based enrolments all supervisors will be emailed a monthly progress report showing the status of all learners. We understand that its essential to keep you up to date.

www.accm.edu.au • 1300 769 690 • courses@accm.edu.au