Certificate III in Information, Digital Media and Technology

ICT30115

A HANDS-ON PRACTICAL COURSE TO START YOUR IT CAREER
The Certificate III in Information, Digital Media and Technology is a hands-on course that has a key focus on the skills and knowledge essential for any IT career! You will learn all the essential skills for a successful career in IT including how to run standard diagnostic tests, install and optimise operating system software and manage the migration to newer technology.

The Certificate III in Information, Digital Media and Technology elective subjects allow the option to specialise in network administration, support or applications. You will have the system administration and first level support skills needed in any IT role.

Subject Choices

2 electives (E) are required (depending on subjects chosen)

- Safety Consultation in IT
- Migrate to New Technology
- Software
- Implement Sustainability
- Work in IT
- Network Administration (E)
- Maintaining Computers (E)
- Building Networks (E)
- Produce Complex Word Documents (E)
- Advanced Applications in IT (E)
Start Date:  
Start immediately

Duration:  
Complete within 8 months

Delivery Options:  
On-line/Correspondence

Group Training:  
Workshops available

Course Fees: $3,300  
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**
Some components of this course have practical components where students will be required to demonstrate verbal communication skills as part of their assessments. Average English skills are necessary to complete these components successfully.

**Work Placement**
To achieve best practical application of this course it is recommended that you be in a work environment where you can practice some of the skills learnt.

**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:

**Safety Consultation in IT**

It is essential that IT professionals work in a safe manner, especially as their roles may involve working with devices that hold electrical current. This subject examines typical WH&S policies and procedures, key safe working practices such as manual handling and storage. It also has three specific safety focused quizzes on consultation, safety laws and computer equipment safety.

**Unit(s):**

- BSBWHS304 - Participate effectively in WHS communication and consultation processes

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**Migrate to New Technology**

Understanding the need to incorporate new technology in a workplace can allow the company to stay ahead of its competitors. In this subject we explore and document the pros and cons of implementing new industry specific technologies in a workplace and how consulting with relevant stakeholders can ensure that these technologies are aligned with the business objectives.

**Unit(s):**

- ICTICT301 - Create user documentation
- ICTICT303 - Connect internal hardware components
- ICTICT305 - Identify and use current industry specific technologies
- ICTICT306 - Migrate to new technology
- ICTSAS305 - Provide ICT advice to clients

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**Software**

Operating Systems are at the heart of modern computing. This subject build upon the student’s current understanding of various operating system software that can be used to maintain and protect the system. Taking it one step further we identify the importance of appropriate change procedures to be used in the workplace to ensure proper tracking and documentation of any system modifications.

**Unit(s):**

- ICTICT302 - Install and optimise operating system software
- ICTSAS301 - Run standard diagnostic tests
- ICTICT304 - Implement system software changes
Implement Sustainability

Significant cost savings can be made by managing workplace technology in a sustainable way. This subject looks at ways to cost equipment replacement, consumables and maintenance, and how to apply "green" practices that benefit the business as well as the environment.

Unit(s):
BSBSUS401 - Implement and monitor environmentally sustainable work practices
BSBADM409 - Coordinate business resources

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

Elective Subjects: 2 electives (E) are required (depending on subjects chosen)

Network Administration

Maintaining and administering a network environment can provide its users with a seamless experience. We look at areas such as setting up user accounts, modifying user permissions, installing and understanding basic networking protocols as well as conducting a range of command line networking tools in order to troubleshoot and uncover networking issues.

Unit(s):
ICTNWK301 - Provide network systems administration
ICTNWK305 - Install and manage network protocols
ICTSAS304 - Provide basic system administration

Maintaining Computers

Maintaining the computer system is one way of ensuring a maximum life expectancy. Throughout this subject you will look at ways of maintaining the hardware of the computer system (internal, external and peripheral components) using safe work practices. The student will be shown how to put together a maintenance plan so that the computers within the workplace are proactively maintained and services.

Unit(s):
ICTSAS303 - Care for computer hardware
ICTSAS306 - Maintain equipment and software
Building Networks

There are a number of key elements required in setting up a small networking environment. Within this task the student will learn how to setup a small network from scratch; by setting up and configuring various network hardware devices. The student will be advised of an array of tools that could be used to both setup appropriate network security as well as troubleshoot any network connectivity issues.

Unit(s):
ICTNWK302 - Determine and action network problems
ICTNWK303 - Configure and administer a network operating system
ICTNWK304 - Administer network peripherals
ICTSAS307 - Install, configure and secure a small office or home office network

Produce Complex Word Documents

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):
BSBITU306 - Design and produce business documents
ICTICT409 - Develop macros and templates for clients using standard products

Advanced Applications in IT

The usage and integration of Microsoft Office products is an important skill to have for the workplace. This subject covers the usage of popular Microsoft Office products such as: Word, Excel and PowerPoint and teaches how these products can be integrated together in order to streamline currency of information within various documents.

Unit(s):
ICTICT203 - Operate application software packages
ICTICT307 - Customise packaged software applications for clients
ICTICT308 - Use advanced features of computer applications
Service Guarantees

Quality Training Provider
ACCM was one of the first private training Colleges to be given official RTO registration status. 22 years later we have helped over 3 000 employers and 31 000 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 have access to an online progress report showing the current status of all learners. We understand that it's essential to keep you up to date so we will prompt you each month to access your report.