



ICT10115 Certificate I in Information, Digital Media and Technology Course Information

This course is a Nationally recognised accredited course from the ICT Information and Communications Technology Training Package. This qualification provides the skills and knowledge for individuals to safely perform foundation digital literacy tasks using a personal computer and a range of software applications and digital devices.

Occupation

This qualification provides foundation digital literacy skills to support a wide range of varying industry occupations.

Prerequisites

- There are no qualification prerequisites to undertake this course.
- Sound basic reading and writing skills are needed. Please discuss with us if you have any concerns about the language, literacy and numeracy requirements for the course as the College can provide support if needed (refer to Student Support section below).

Paying for the Course:

The College can offer Smart and Skilled funding for this qualification for eligible learners. Student fees under this program range from \$0 to \$240 if unemployed. There is no cost if the student is indigenous or has a disability whether employed or unemployed. Subsidies also apply to students who are currently working however the student fee component may be higher. Please check the student fee with the College.

- For those students who are not eligible for a Smart and Skilled subsidy the course is priced at \$1,200.
- This course is approved by Centrelink.
- For more information regarding conditions for refunds, please refer to our [Student Handbook on our website](#)

Learning and Assessment Material and Resources.

All resources, learning, and assessment material required to complete the course are included in the course fee.

Course Delivery

- This course is 1 day, 6 hours per day for 26 weeks.
- It will require approximately 10 hours per week further study at home.

Course Packaging Rules

Students are required to complete 6 units, 4 of which are core and 2 which are elective. The College confers with industry to select the electives offered. If students seek electives outside those units offered below, that request needs to be negotiated with the College and could alter the fee structure.

Units

Code	Title	Core / Elective
ICTICT101	Operate a personal computer	C
ICTICT102	Operate word-processing applications	C
ICTICT103	Use, communicate and search securely on the internet	C
ICTICT104	Use digital devices	C
ICTICT105	Operate spreadsheet applications	E
ICTICT106	Operate presentation packages	E

Recognition of Prior Learning (RPL)

Students who have workplace experience in this industry may be able to have those skills recognised by RPL for all or part of the qualification. You will need to discuss your request for RPL with the trainer.

If you wish to claim Recognition of Prior Learning or Credit Transfer you may complete the course in a shorter timeframe.

Assessment

- There are no exams.
- Your competency (knowledge and skills) is assessed through
 - Completion of set assignments
 - Practical demonstration of skills
- You are required to submit assessment tasks on time as instructed by the trainer.
- You are also required to be on time to class and be prepared for the units being discussed.

Qualification Pathways

After completion students could proceed to ICT20115 Certificate II in Information, Digital Media and Technology, or a range of other qualifications which require IT knowledge and skills.

Student Support

At MCC, we aim to provide a welcoming, inclusive, and supportive environment for all. Under our Student Support provisions, you may approach the trainer at any time for additional support or discussion, and programmed support may be offered in groups or individually. We also offer a variety of support for people with specialised

learning needs. Please let us know if you have any Language Literacy and Numeracy or other needs and we can discuss arrangements to provide you with support in your studies.

Support that we offer includes:

- learning and study support
- assistance with literacy and numeracy
- access to IT facilities both in class and at other times
- one on one and small group tuition
- referral to external student and welfare services
- career planning

Course Information Session

A course Information session will be held so that students can meet the trainer and find out more about the course. Should you decide to proceed the course will then start later that day.

Delivery Arrangements

Trainers: Charlie Parratt

Course start date: refer to Term brochure

For more information and for our Student Handbook go to our website.

www.mbahcc.net

If you have any further questions, please do not hesitate to contact the College:

Phone: (02) 6672 6005

Email: reception.mcc@bigpond.com

This training is subsidised by the NSW State Government

<https://smartandskilled.nsw.gov.au/>

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