

Course Name: Certificate III in Information, Digital Media and Technology
Course Code: ICT30118
Course Duration: 52 weeks
Weekly Study Load: 17+ hours per week

Please note the following information in the table below:

Unit: Shows the unit of study you will complete throughout the course
Hours: The approximate number of hours it may take you to complete each unit. This is only an estimate. Students are free to study at their own speed.
Week: You should aim to be starting each module at the week listed.
 For example ICTSAS305 – Provide advice to clients – week 4
 You should aim to start this module the fourth week into your study

Unit	Hours	Week
ICTICT202 - Work and communicate effectively in an ICT environment	40	1
ICTSAS305 – Provide ICT advice to clients	40	4
ICTWEB201 – Use social media tools for collaboration and engagement	20	7
BSBSUS401 – Implement and monitor environmentally sustainable work practices	40	10
ICTICT305 – Identify and use current industry specific technologies	60	12
BSBWHS3094 - Contribute effectively to WHS communication and consultation processes	30	15
ICTCT301– Create user documentation	20	18
ICTICT302 – Install and optimise operating system software	20	22
ICTSAS301 – Run standard diagnostic tests	40	25
ICTSAS303 – Care for computer hardware	20	27
ICTSAS306 – Maintain equipment and software	20	29
ICTICT203 – Operate application software packages	60	33
ICTICT308 - Use advanced features of computer applications	40	35
ICTWEB302 – Build simple website using commercial programs	40	38
ICTNWK306 – Evaluate characteristics of cloud computing solutions and services	40	42
ICTWEB303 – Produce digital images for the web	30	45
BSBEBU401 – Review and maintain a website	50	48
Finish	610	52

Assessment Method

This course is a correspondence course with expected weekly commitment to average 10-18 hours per week. Throughout this course you *may* be assessed in the following ways:
 Multiple Choice Questions, Simulation Exercises, Log-Book of Daily Activities, Trainers questions, Pop quizzes, written answers or essays

Considerations

Weekly study allowance of 10-18 hours should be allocated. This course does contain a lot of text and required reading. This course requires the student to have prior computer experience such as web searching, emailing with attachments, download and upload, word processing. Due to this course being online students without this minimum knowledge can still enroll however may struggle with the online learning environment. Consideration of all listed above needs to be taken by the student prior to enrolling.

 Student Name

 Student Signature

 Date