

ICT10115 Certificate I in Information, Digital Media and Technology Years 10, 11 and 12



COURSE OUTLINE

ICT10115 is a nationally-recognised qualification derived from the ICT Information and Communications Technology Training Package (Release 3.0).

This course provides opportunities for students to develop 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.

QUALIFICATION: ICT10115 Certificate I in Information Digital Media and Technology

Entry Requirements	QCE Points	Timing	Duration
Nil	Two (2)	Two intakes per year; Term 1 and Term 3	1 Semester

DELIVERY MODE (*Online course. Internet access essential as no hardcopies are provided*)

This course is available *only* online.

The typical course completion time is one (1) semester.

CSDE uses the Learning Place (eLearn/Blackboard) and Blackboard Collaborate (iConnect).

This course is designed to 3 x 60 minute lessons per week.

Students are expected to engage in lessons on a regular basis, as well as meeting course requirements according to the Assessment Calendar.

Regular contact with the teacher/trainer is essential.

FEES

No fees applicable for Education Queensland Students.

UNITS (*All 6 competencies to be completed to achieve full accreditation*)

Core

ICTICT101 Operate a personal computer

ICTICT102 Operate word-processing applications

ICTICT103 Use, communicate and search securely on the internet

ICTICT104 Use digital devices

Elective

BSBCMM101 Apply basic communication skills

ICTICT108 Use digital literacy skills to access the internet

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ASSESSMENT

Assessment in this course is based on Competency Based Training (CBT). Competency can be achieved via a variety of VET modes of assessment including submission of tasks, face-to-face demonstration to an assessor, work placement (third party observations) and web conferencing.

Students in this course will be Working Towards Competency (WTC) across all six (6) competencies. To gain the full qualification in Certificate I Information Digital Media and Technology, students must successfully complete all six units as Competent (C). Students who do not successfully achieve all six units of competencies receive a Statement of Attainment for those units of competencies achieved successfully.

STUDENT REQUIREMENTS

Equipment

- Computer, internet and email are mandatory.
- Lesson delivery requires a computer headset with microphone.
- Printer
- Scanner
- Access to a digital camera/digital video source

Software

- Windows 7, 8 or 10, Mac OS X 10.6 or higher
- Adobe Acrobat Reader
- Microsoft Office (Word, Excel, Publisher and PowerPoint)
- Java

How to Apply

[Capricornia SDE – Support and Resources – Forms and Documents – Documents - Enrolment](#)

DISCLAIMER: Delivery of this course is dependent on RTO arrangements and student numbers.

All information contained is accurate at time of publication.