

## Course Details - ICT30118 Certificate III in Information, Digital Media and Technology - Open Access College

EASVA Title	Certificate III in Information, Digital Media and Technology		
Qualification	ICT30118 Certificate III in Information, Digital Media and Technology		
RTO	TAFE (SA) (National Code 41026)		
Host Organisation	Open Access College		
Course Length	2 Semesters (1 year)		
Course Description	<p>This course has a focus on:</p> <ul style="list-style-type: none"> <li>• Understanding the fundamentals of computer hardware, windows desktop and network operating systems and how compute networks work</li> <li>• Ability to fully utilize MS Office productivity tools including customising packaged software and developing macros and template</li> <li>• Basic coding, databases and website creation.</li> </ul> <p>Soft skills such as working in a team, critical thinking and researching policies in the areas of Ethics and Privacy There is an expectation that students will be required to participate in oral presentations and interviews.</p>		
Pathways	On completion of course students can go into higher level (Cert IV or Diploma) IT courses or seek a traineeship		
Delivery Location(s)	Open Access College, 1-37 Marden Road, Marden, SA, 5070 External course accessed online		
Dates and Times	<p>35 weekly sessions at Open Access College on Thursdays from 14:30 until 15:30. Commencement date 03/02/21. Each Thursday accessed online through LEARN LMS using Collaborate Virtual Classroom. Weekly sessions online over 12 months with a follow up IT Practical each week Commencement date Thursday 4/2/21 for a face to face induction and orientation at TAFESA Adelaide City Campus</p>		
Work Placement	<p>0 days Whilst there is no work placement, students are required to participate in face to face assessment workshops that occur once a term held at the TAFESA Adelaide campus 120 Currie St</p>		
SACE Details	SACE Stage 2, 65 SACE credits		
Units Of Competency	Core	ICTICT302     Install and optimise operating system software (20 nominal hours) ICTSAS308     Run standard diagnostic tests (40 nominal hours) BSBCRT301     Develop and extend critical and creative thinking skills (40 nominal hours) BSBXCS303     Securely manage personally identifiable information and workplace information (40 nominal hours) BSBXTW301     Work in a team (40 nominal hours) ICTICT313     Identify IP, ethics and privacy policies in ICT environments (40 nominal hours) ICTSAS305     Provide ICT advice to clients (40 nominal hours)	Elective    BSBITU311     Use simple relational databases (30 nominal hours) ICTICT203     Operate application software packages (60 nominal hours) ICTICT308     Use advanced features of computer applications (40 nominal hours) ICTWEB302     Build simple website using commercial software (40 nominal hours) ICTPRG301     Apply introductory programming techniques (40 nominal hours)
		Nominal hours are used for SACE purposes and are not reflective of actual delivery hours	
Training Cost	\$360.00 \$360 for government school students. See OAC website for cost - <a href="https://www.openaccess.edu.au/enrolment/fees-and-charges">https://www.openaccess.edu.au/enrolment/fees-and-charges</a>		
Other Costs	None		
Number Of Students	Minimum 6 Maximum 10		
Selection Process	Language Literacy Numeracy Testing.		
Contact Person	Mr Adam Hodson, Phone 8309 3592, Email <a href="mailto:adam.hodson837@schools.sa.edu.au">adam.hodson837@schools.sa.edu.au</a>		