

Southern Futures & FEVER 2009 Vocational Training Course

Information Technology – Cert 1

Full Cert 1 in IT (ICA 10105)

This qualification provides the skills and knowledge for an individual to function at the basic level of ITC competency in using a personal computer and engaging in fundamental online activities. The delivery of the course has been designed to suit engagement programs, as a supplement to school curricula, in middle to senior years, or for adult and community education clients. Successful completion of all in-class tasks will result in the issue of a nationally recognised VET Qualification.

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| Desired Attributes: | Genuine interest in acquiring IT skills; good work ethics in class so as to allow all assessment to occur in class time. |
| Career Pathways: | Certificate 1, Certificate 2, Certificate 3 streams (network, software, multimedia), Certificate 4, Diploma, Advanced Diploma. Skills are applicable to retailing, warehousing, and manufacturing as well as general office work. Refer to www.myfutures.edu.au for career pathway information |
| Location: | IT Suites, Noarlunga Campus, TAFE SA (on the lower level at the eastern end of TAFE ie: at the Noarlunga Community Hospital end of TAFE) |
| Training Provider: | TAFE SA (RTO 40161) |
| Duration: | 1 day/week for 9 weeks, offered term 2, or 3. Term 2 starts Tuesday 5 th May, Term 3 TBA |
| Times: | 9.00 am – 4.00 pm |
| Approx Cost: | \$ 450.00; concession \$175.00 (2009). (includes tuition, materials, SATAC and student ID card) |
| Work Placement: | We strongly recommend students undertake work placement to back up this course |
| Student Requirements: | Need to bring pencil and paper to each session. Bring own USB memory stick. If absent, the student must phone the IT Office on 8207 3947 to inform them of the absence. |
| Contact: | Lecturer: Bob Winter |
| Class restraints: | Minimum of 12 students – maximum of 16 per class |

| Code | Name | Nom Hrs |
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| ICAU1129A | Operate a word processing application | 20 |
| ICAU1130A | Operate a spreadsheet application | 20 |
| CUVVSP11A | Apply techniques to produce digital images | 20 |
| ICAU1132A | Operate a presentation package | 20 |
| ICAU1128A | Operate a personal computer | 15 |
| ICAU1133A | Send & retrieve information over the internet using browsers & e-mail | 15 |
| Total Hours (2 SACE Units) | | 110 |

Any queries about this course, contact the Program Co-ordinator on ph: 8207 3811 or mob: 0418 891 877

Details correct at 20th March 2009