



# ICT20115 Certificate II in Information, Digital Media and Technology

National ID: ICT20115 | State ID: AVZ2

## About this course

### Begin your IT career pathway and enhance your employability skills!

When you complete the Certificate II in Information, Digital Media and Technology you will have made a start towards a career in information technology, or be ready for employment using a range of technologies.

Gain these skills:

- **Word processing**
- Spreadsheets
- **Databases** and **email**
- Work with **digital images**
- Install **software**
- Collaborate using **social media**
- Gain workplace health and safety knowledge

Full-time attendance is equivalent to **three** days a week.

### Want to study this course part time?

This course offers part time study options when remaining places are available following full time enrolments. To

receive a text message the day before part time enrolment days on campus with a check on remaining places, visit our [Register to study part time](#) webform.

The **Centre for IT Excellence** (CITE) provides state of the art, industry relevant training in **information technology, creative media** and **electronics**. We provide pathways from foundation studies to advanced diploma with specialist training in **cyber security, systems** and **programming**.

Higher level studies are strongly recommended.

## See our IT Training Facebook page

[@ITtrainingSMTAFE](#)

## Overview

### Semester 1, 2020

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#### Rockingham - Full Time-Classroom



Duration: **1 Semester**



When: **Semester 1, 2020**



How: **Full Time**

## Units

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### Core

National ID	Unit Title
BSBSUS201	Participate in environmentally sustainable work practices
BSBWHS201	Contribute to health and safety of self and others
ICTICT201	Use computer operating systems and hardware
ICTICT202	Work and communicate effectively in an ICT environment

National ID	Unit Title
ICTICT203	Operate application software packages
ICTICT204	Operate a digital media technology package
ICTWEB201	Use social media tools for collaboration and engagement

## Elective

National ID	Unit Title
BSBDES201	Follow a design process
BSBWOR204	Use business technology
CUAACD201	Develop drawing skills to communicate ideas
ICTICT206	Install software applications
ICTICT207	Integrate commercial computing packages
ICTSAS203	Connect hardware peripherals
ICTSAS206	Detect and protect from spam and destructive software

## Entrance requirements

School Leaver	Non-School Leaver	AQF
OLNA or NAPLAN 9 Band 8	C Grades in Year 10 English and Maths or equivalent	Certificate I or Certificate II

## Study pathway

 [Certificate II in Information, Digital Media and Technology](#)

 [Diploma of Information Technology](#)

South Metropolitan TAFE has many further study opportunities available.

## Plan your study pathway in information technology

[Download the study pathway guide](#)

## Job opportunities



[General clerk | Office Assistant Office Support Worker](#)

Please note this list should be used as a guide only as job titles and qualification requirements may vary between organisations.

SM TAFE actively promotes the employment availability of course graduates to key industry partners and organisations. We also seek expressions of interest from organisations for the placement of our students into work experience. We endeavour to assist students into a career pathway, but please be aware that neither employment nor work experience placement is guaranteed by us.

To access free career planning and job search assistance, visit the [Jobs and Skills Centres](#) page.

## Fees and charges

### Indicative fees and charges

[2020 general admission fees list](#)

[2020 apprenticeship/traineeship fees list](#)

Fees and charges published on our website are indicative. Your fees will depend on your eligibility for government funding or a concession rate, and the units you choose to study or seek to be recognised under Recognition of Prior Learning (RPL). Our Indicative fees lists show fees that are:

- Based on the full possible study plan of units, including the recommended electives
- Based on full time study in 2019
- Charged at the government funded rate for over 18 years of age students
- Based on unit electives designed to meet localised industry demand for skills
- Made up of course fees and resource fees, or RPL fees. Course fees are the cost of your tuition, while resource

fees pay for consumables provided to you to aid your study (such as printing and paper). You may also be required to purchase text books or equipment that are not part of our tuition or resource fees.

Fees may vary between students and between educational providers. Other charges may apply.

Visit our [Fees and payment options](#) page for more information.

Call 1800 001 001 to get a more accurate fee indication based on your eligibility and study plan before applying.

## VET Student Loans

Selected courses are VET Student Loan eligible courses.

A VET Student Loan creates a debt that must be repaid to the Commonwealth and is only available to students who are eligible.

To find out if you are eligible or to see the list of eligible courses visit our [Student Loans](#) page.

## International students

Selected courses are available to International students for full time study only.

Fees, charges, available locations, applications and enrolment procedures for International students are different to those for students who have Australian permanent residency.

For more information or to find a course visit the [TAFE International WA](#) website.

## Apprenticeships and traineeships

Fees for apprenticeships and traineeships are charged at a rate per nominal hour of study.

This means that your fees will vary depending on the units you study as part of your training plan.

Apprentices and trainees are liable to pay for their own fees but some industrial agreements (awards) dictate that employers are required to reimburse their apprentice upon receipt of satisfactory progress. An employer may also opt to pay on behalf of the apprentice or trainee.

For more information visit our [Apprenticeships and traineeships](#) page.

## Recognition of Prior Learning

Recognition of Prior Learning (RPL) enrolments are charged at \$3.25 per nominal hour of study.

No concession fees apply to RPL enrolments. Refer to the institutional or apprenticeship/traineeship fee lists for an indicative RPL course fee.

**Please note, fees are subject to change.**