

ICT30118

Certificate III in Information, Digital Media and Technology

learnme.edu.au

RTO: #31449



ICT10118

Certificate III in Information, Digital Media and Technology

1300 859 094 | learnme.edu.au

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ABN: 25 636 309 904

Course at a glance

Learn the skills you need to develop as an advanced ICT user and qualify for entry-level ICT roles. This course helps you explore a variety of ICT technical functions and choose a speciality that suits you.

JOB PROSPECTS

- Help Desk Officer or Assistant
- ICT Operations Support Officer
- ICT or PC Technician

QUALIFICATION

ICT30118 Certificate III in Information Digital Media and Technology

STUDY ONLINE

Online Australia-wide
All States and Territories

WAYS TO STUDY

- ✓ Online
- ✓ Study while at school
- ✓ Traineeship
- ✓ Recognition of prior learning (RPL)

Cost Structure

Full payment	AU \$1,980.00
3 Month Plan	6 X Payments AU \$330.00
6 Month Plan	12 X Payments AU \$165.00
RPL (Recognition of Prior Learning)	AU \$847.00

Finance is available to approved purchasers.

Course Overview

Get ready for a career in IT (or ICT) with employability skills that will enable you to work in a number of diverse roles within the IT industry. This might include network administration, web and digital media technologies, or software applications.

Building simple websites

Build your own 3 page website in WordPress and take it live. Explore other popular commercial programs for website building.

Preparing digital images for web and social media content

Prepare images for use in print publications and on websites. Understand image angles, content, lighting, colour, focus, file transfer and more.

Develop macros

Choose the right software for your customer needs then develop macros with proper documentation.

Run system diagnostics

Troubleshoot system problems on multiple platforms and conduct preventative maintenance.

Administer operating systems

Manage a computer system for a solo client or server including backup, restore, security and licenses.

Course Units

The ICT30118 Certificate III in Information, Digital Media and Technology qualification is made up of 17 units comprising 6 core units plus 11 elective units.

The six core units are designed to provide a solid ICT skills base in the workplace and include training for creating user documentation, installing and optimising operating system software and running standard diagnostic tests.

The remaining 11 units allow students to move into specialist streams of interest within the Cert III framework that will complement their current work roles or propel them towards their career goals.

Our course covers all the Application specialist units and important skills for most workplaces.

BSBWHS304 - Participate effectively in WHS communication and consultation processes

Whether it's a small home office, a large office or 1 of 100 cubicles on your floor, being aware of health and safety risks in your working environment is important. Topics include identifying WHS issues, reporting it to relevant staff and working with others to develop relevant process.

BSBSUS401 - Implement and monitor environmentally sustainable work practices

Business sustainability includes strategies and practices that aim to meet the needs of current day society without compromising the human and natural resources that will be needed in the future. Learn how to implement a strategy for your business.

ICTICT202 - Work and communicate effectively in an ICT environment

Behind so many workplace frustrations is the problem of effective communication. Learn about understanding company policies, responding to clients requests, cultural differences, escalations and how to work effectively in an IT workplace.

ICTICT301 - Create user documentation

We all need help at times. Learn to create user guides, Wiki's and other types of written information in ways that are clear and easy to navigate for your team and its clients.

ICTICT302 - Install and optimise operating system software

Learn to install a windows operating system and then configure it to a suit client's requirements.

ICTSAS308 - Run standard diagnostic tests

In this unit, you will learn to troubleshoot system problems, conduct diagnostic tests on a range of platforms, conduct preventative maintenance and more.

ICTICT203 - Operate application software packages

Learn how to use Microsoft Word 2016 and Excel 2016 at an intermediate level with skills you can really use in your workplace. Templates, Mail Merges, Styles and formulas just to name a few of topics covered.

ICTICT304 - Implement system software changes

Learn how make system software changes in a professional manner such as in a workplace and your ability to hand over the modified system software to the client.

ICTICT307 - Customise packaged software applications for clients

Analyse, design, implement and review the customisation of packaged software applications, using simple programming constructs. This includes the customisation of existing software that will make the daily task of the computer operation more efficient and easier to accomplish.

ICTICT308 - Use advanced features of computer applications

Go deeper and learn Advanced Microsoft Word 2016 and Excel 2016 skills and techniques and how they can be best utilised in your organisation.

ICTICT409 - Develop macros and templates for clients using standard products

We cover determining customer needs, choosing software, developing macros and templates, providing documentation and more.

ICTSAS304 - Provide basic system administration

In this unit we cover the management of a computer system in relation to systems backup, restore, security and licensing in a stand-alone or client server environment.

ICTWEB201 - Use social media tools for collaboration and engagement

Facebook, Twitter and YouTube are not only fun but can be a powerful ally to your business needs. Find out how social media can work for you.

ICTWEB302 - Build simple websites using commercial programs

In this unit we take a look at the world's most popular website builder, WordPress, as we build a three page website and take it live. We also look at some other commercial programs for site building.

ICTWEB303 - Produce digital images for the web

When you're building a website, you need to know how to find the images you need and how to make sure they look exactly how you want them to, as well as what format they should be in to be displayed best. In this unit we look at image sourcing and manipulation and more.

CUADIG303 - Produce and prepare photo images

If you would like to know more about collecting images and preparing them for use in print publications and on your website then this unit may interest you.

ICPDMT321 - Capture a digital image

There's more to taking a great photo than just clicking a button on your smartphone. Angles, content position, lighting, colour, focus, shutter speed, resolution and transferring files are just a few of things we learn about in this unit.

Get Extra Grade 12 Points

If you need extra points to gain your senior certificate in your state of study, completing the ICT30118 qualification may gain you additional points.

You may be able to complete the Certificate III in Information, Digital Media and Technology while you are at school by replacing or dropping a subject. You can also complete the Certificate III in Information, Digital Media and Technology after you finish school if you still need additional Grade 12 Certificate points to gain your HSC (High School Certificate).

You can either enrol online directly as student with LearnMe or contact your school who can inquire on your behalf. Your school may already be part of our School Partnership Program. To determine exactly how many Grade 12 Certificate points you might gain you should speak with the Student Pathways Coordinator at your school or contact your State's department for the HSC such as the QCAA in Queensland.

Skills Recognition

Do you already have skills in IT? If so, you could be holding a nationally recognised qualification.

Getting your IT certificate is easy and you can do it right from your desk. Using our proprietary online skills recognition tool, we can easily take you step by step through proving your skills without you having to leave your home or office.

Our online trainer will guide you through the recognition process one simple step at a time. They will ask you some questions to prove your knowledge on each subject, and then ask you to demonstrate your skills from your own computer. Providing references, your resume or work history, and examples of work you have done can also help the recognition process and our trainer will give you opportunities to include these as evidence.

You don't have to know it ALL to enrol in a skills recognition course. For every subject that you CAN prove your skills, we can give you a nationally recognised credit in that course. So even if you don't quite have all the skills, we can provide you with credits on the subjects that you do, and offer training on anything you might need further assistance with.

Additional Information

Before you enrol in the course, please view our Student Handbook for our policies on refunds, privacy and more.

If you have any questions about these requirements please contact us. This qualification is current as listed on TGA (training.gov.au).

Traineeships

Online Traineeship in Certificate III in ICT30118 is now available to approved applicants Australia-wide.

Funding is available in QLD for eligible applicants

If you would like more information about doing a traineeship with LearnMe please call our friendly course advisors on 1300 859 094 or chat live with us during business hours.

How to enrol

It's simple to enrol with LearnMe. Call us with any questions you have and follow the guide below.

Download our Student Handbook

Before you enrol in the course, please review our Student Handbook for our policies on refunds, privacy and more.

If you have any questions about these requirements please contact us. This qualification is current as listed on training.gov.au.

Documents to have ready

- Identification (school I.D. or current Driver's Licence)
- USI - (Unique Student Identifier if you are still at school)
- LUI - (QCAA online learning account number if you are still at school in Queensland)

What you'll need

- A computer with Windows 7, 8, or 10 with audio (headphones are recommended)
- A printer

- Microsoft Office 2013 or 2016 (recommended). This includes Office365 users. LearnMe will provide you with a FREE Office 365 Student Licence for the duration of your course. Microsoft Word, Excel, and PowerPoint applications are compatible with PC and Apple devices.
- A broadband internet connection for downloading and uploading files
- For your assessments, you will need to complete various projects which require you to access social media websites, install free software and record your screen using free screen recording software. If the software is blocked on your network you can use an alternative recording method such as a smart phone to record and upload to YouTube for assessments that require it.
- Access to a digital device such as a smartphone
- Access to a workplace for the purpose of answering workplace related questions. (This can be a school or even a home office.)
- A digital still camera. (A smart phone can be used but a dedicated camera is preferred.)
- A can do attitude!

How to Pay Online

Our process is simple. Click 'APPLY NOW' to load our payment options page. We accept Visa, Mastercard, American Express and Discover Network.

Payment Options

LearnMe accepts payment in full, or 3 month / 6 month payment plans.

Subsidised Study

To find out if you're eligible to study as a Trainee with a wage subsidy like the Australian Government B.A.C. Scheme, please email us or phone LearnMe on 1300 859 094.

Money Back Guarantee

We offer a 30 day money back guarantee if you're not completely satisfied with no questions asked.

Contact LearnMe for more details. 1300 859 094.

Location:

6/152 Siganto Dr, Helensvale. Qld 4212

Phone:

1300 859 094

Email:

info@learnme.edu.au

Social:  

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