



Course Information

Certificate III

Information, Digital media and Technology (ICA30111)

“Prime Learning is a flexible customer focused organisation who understands the employment and training environment well, and will go the extra mile to meet my organisation’s needs”

- Karen

INCREASE YOUR SKILLS IN IT, DIGITAL & MEDIA

Description

The Certificate III in Information, Digital media and Technology provides knowledge, technical skills and theories used in computer software applications, operating systems, hardware and administration areas within many business and Information Technology networks.

This qualification provides a natural progressive pathway from Certificate III in Information, Digital media and Technology and gives a good grounding and allows for electives that will lead on to higher levels of specialisation. It has 3 specialist streams leading to higher study options and IT workplace roles: Applications Stream provides skills in advanced use of applications and could provide basic application software support within an organisation. This stream may provide for a natural progression into the Certificate IV in Information Technology or Certificate IV in Digital Media Technologies.

Network Administration Stream develops skills in the administration and maintenance of the user environment for a computer network. Graduates could work as a network administrator within an organisation. This stream may provide for a natural progression into the Certificate IV in Information Technology or Certificate IV in Web-Based Technologies. Support Stream provides skills in basic use of a range of technologies to provide first level diagnostic support to people using ICT. This stream may provide for a natural progression into the Certificate IV in Information Technology or Certificate IV in Web-Based Technologies or Certificate IV in Information Technology Support.

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How you will benefit

The Certificate III in Information Technology will focus upon:

- Selecting, installing and using computer software and hardware
- Interpretation of technical specifications and system requirements
- Troubleshooting
- Research, Assess and Recording information
- Organisational Issues, Processes and Implementation
- Management Skills and Techniques
- Client Communication and problem solving
- Communication skills and techniques
- Occupational health and safety awareness
- Project management skills
- Time management skills

Course Units

The Prime Learning program requires the successful completion of seventeen (17) units of competency made up of:

- Six (6) core units of competency
- Eleven (11) elective units of competency

The units selected are listed in the table below:

Core Units	
Unit Code	Unit Title
BSBOHS302B	Participate effectively in OHS communication and consultative processes
BSBSUS301A	Implement and monitor environmentally sustainable work practices
ICAICT202A	Work and communicate effectively in an IT environment
ICAICT301A	Create user documentation
ICAICT302A	Install and optimise operating system software
ICASAS301A	Run standard diagnostic tests

Group A- Applications	
Unit Code	Unit Title
ICAICT203A	Operate application software packages
ICAICT304A	Implement system software changes
ICAICT307A	Customise packaged software applications for clients
ICAICT308A	Use advanced features of computer applications
ICAICT409A	Develop macros and templates for clients using standard products

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Group B- Network Administration	
Unit Code	Unit Title
ICANWK301A	Provide network systems administration
ICANWK302A	Identify and resolve network problems
ICANWK304A	Administer network peripherals
ICANWK305A	Install and manage network protocols
ICASAS307A	Install, configure and secure a small office home office network

Group C- Support	
Unit Code	Unit Title
ICAICT303A	Connect internal hardware components
ICASAS303A	Care for computer hardware
ICASAS304A	Provide basic system administration
ICASAS305A	Provide IT advice to clients
ICASAS306A	Maintain equipment and software

Group D- Web Technologies	
Unit Code	Unit Title
BSBEU401A	Review and maintain a website
ICAWEB201A	Use social media tools for collaboration and engagement
ICAWEB301A	Create a simple markup language document
ICAWEB302A	Build simple websites using commercial programs
ICAWEB303A	Produce digital images for the web

Electives	
Unit Code	Unit Title
ICAICT306A	Migrate to new technology
ICANWK303A	Configure and administer a network operating system
CUFANM301A	Create 2D digital animations
ICASAS412A	Action change requests
ICASAS414A	Evaluate system status
ICASAS416A	Implement maintenance procedures
ICASAS419A	Support system software
ICASAS420A	Provide first-level remote help- desk support
ICASAS421A	Support users and troubleshoot desktop applications
CUFDIG301A	Prepare video assets
CUFDIG302A	Author interactive sequences
CUFDIG304A	Create visual design components
ICPMM346C	Incorporate video into multimedia presentations

**WE KNOW WHAT IT TAKES
TO GET YOU THROUGH!**

“The trainers are seasoned educators and their enthusiasm for teaching and giving 100% made for a truly great learning experience. Nothing was ever too much trouble!”

- Michel

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