



Mount Isa Institute of TAFE

Fact Sheet

ICA10105 – Certificate I in Information Technology

What career options do I have?

This course is designed to provide basic skills in information Technology which can lead to further studies in the field.

What will I learn?

How to operate a computer and various applications.

What qualification will I receive?

Certificate I in Information Technology or a Statement of Attainment for competencies achieved.

Where will I train?

Mount Isa, Lower Gulf or Cloncurry or remotely.

How long will the training take?

Duration will depend on the study mode selected. Students are strongly encouraged to only enrol in one unit at a time.

How will the training take place?

Part-time.

What assessment methods will be used?

Assessment is completed using an interactive CD borrowed from the library. It includes short answer responses, observations and demonstration of practical skills.

Is there anything I need to bring?

Students will need to bring headphones. Ipod style or similar are fine.

A notebook and pen would also be beneficial.

Am I eligible?

Prior to enrolment consider contacting the Client Information Centre to discuss your personal preferences for training outcomes. Your call will assist in matching your preferences to entry and exit points in a qualification. Consideration will be given to your academic and/or work histories.

Is what I already know taken into account?

Yes. Your history of study, skills and experience does matter. Consideration is given to your life and work experiences as well as formal and informal training. This may be applied using the national standard for Mutual Recognition or through Recognition of Prior learning (RPL). Documentary evidence will be requested.

When can I start?/How do I apply?

Contact the Client Information Centre for the latest course commencement dates and enrolment details.

Can I go onto further training?

Yes. Successfully complete Certificate I in Information Technology and you may gain recognition of your studies towards: Certificate II in Information Technology Certificate II in Information Technology (Applications).

What else might I find useful?

Financial assistance with fees may be available through concessions, or via 'Time to Pay' payment plan. This and other information such as Student Support, Study and Library Assistance, Student Responsibilities, is found in the Mount Isa Institute of TAFE Student Guide/ Handbook.

As a student, you are able to receive extra help with your study and learning skills from learning support staff. If you feel you need this type of support at any time during your study please do not hesitate to ask, and arrangements can be made.

Where can I find more information?

Contact our friendly Client Information Centre staff on 4744 9999.

What is the program structure?

To gain this qualification, 6 units of competency are to be achieved.

ICAU1128B	Operate a personal computer
ICAU1129B	Operate a word processing application
ICAU1130B	Operate a spreadsheet application
ICAU1131B	Operate database application
ICAU1132B	Operate a presentation package
ICAU1133B	Send and retrieve information over the Internet using browsers and E-mail

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