



Mount Isa Institute of TAFE

Fact Sheet

On-line Short Course – Using Digital Camera in reports

What career options do I have?

Develop the skills for using digital photos in reports for work and study.

What will I learn?

You will learn how to take better photos, upload them on the computer, manipulate them and then use in documents to tell a story, or write a report.

What qualification will I receive?

As this is a short course, you will receive a Result of Assessment for the competency successfully achieved.

Where will I train?

On-line through Mount Isa Institute of TAFE.

How long will the training take?

Two months from enrolment.

How will the training take place?

On-line with a group, taking photos and integrating them into a report on digital techniques.

What assessment methods will be used?

Written / Theoretical / Practical / Discussions / Group participation / Report

Assessment methods generally vary according to skills content of competency. May include: short answer responses, observations, demonstrations, projects, discussions, group participation etc.

Is there anything I need to bring?

Although this is an on-line course, a notebook and pen would be beneficial. You will need to provide your own digital camera, however, it can be of any make or model.

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.

There are no pre-requisites except having a digital camera and a computer with internet access. Those wishing to update or learn computer skills before the class are encouraged to undertake the following courses before starting the course to help build their skills.

These can be done via CD:

ICAU1128B	Operate a personal computer
ICAU1129b	Operate a word processing application
ICAU1133B	Using the Internet

Or via a one night face-to-face course

BSBITU203A	Communicate electronically
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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 to enrol. You will then be contacted with your on-line access details.

Can I go onto further training?

You can go on to complete the full Certificate II in Information Technology.

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?

One unit of competency makes up this short course program. Unit from ICA20105 – Certificate II in Information Technology.

CUFIMA01A	Produce and manipulate digital images.
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