



Mount Isa Institute of TAFE

Fact Sheet

Face-to-Face 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.

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?

Mount Isa.

How long will the training take?

One full day.

How will the training take place?

Face-to-face group learning together in a teacher led class.

What assessment methods will be used?

Written / Theoretical / Practical / Observation / 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?

Digital camera and all its cords and instruction manual. 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.

There are no pre-requisites except having a digital camera and all its cords and instruction manual. Those wishing to update or learn computer skills before the class are encouraged to undertake the following courses before starting this course to help build their skills.

These can be done via CD:

ICAU1128A	Operate a personal computer
ICAU1129A	Operate a word processing application

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?

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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