



Mount Isa Institute of TAFE

# Fact Sheet

## Short Courses - 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?

Statement of Attainment for competencies successfully achieved.

### Where will I train?

Mount Isa.

### How long will the training take?

Duration of these courses is 4 weeks each - all sessions will be teacher lead.

### How will the training take place?

Part-time.

### What assessment methods will be used?

Assessment is completed in the classroom via observations, demonstrations, and practical skills. It includes short answer responses, observations and demonstration of practical skills.

### Is there anything I need to bring?

Students are encouraged to bring a pencil, eraser, notebook and USB stick to the class. None of these are compulsory however if the student wishes to apply their learning outside the classroom environment they would be of benefit as the learning environment in the classroom may differ from the home or workplace environment.

### 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.

If you have not operated a computer before, you will need to start with "Operate a Personal Computer"

### 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

In order to obtain the full Cert I in Information Technology you will need to achieve 6 units of competency – please refer to the Certificate I in Information Technology Fact Sheet for specific details.

### 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?

Each unit of competency will be teacher led and will run for four consecutive weeks (except where Public Holidays fall inbetween) therefore students must be available to attend all classes. The following units of competency will be offered:

ICAU1128B – Operate a personal computer	
Day	Monday
Time	9:00am – 1:00pm
Dates	Block 1 – 14/04/08, 21/04/08, 28/04/08, 12/05/08 Block 2 – 19/05/08, 26/05/08, 02/06/08, 16/06/08
Cost:	Full \$54.90 / Concession \$33.40

ICAU1129B – Operate a word processing application	
Day	Wednesday
Time	8:30am – 12:30pm
Dates	Block 1 – 16/04/08, 23/04/08, 30/04/08, 07/05/08
Day	Friday
Time	8:30am – 12:30pm
Dates	Block 2 – 23/05/08, 30/05/08, 06/06/08, 13/06/08
Cost:	Full \$54.90 / Concession \$33.40

ICAU1130B – Operate a spreadsheet application	
Day	Thursday
Time	10:00am – 2:00pm
Dates	Block 1 – 17/04/08, 24/04/08, 01/05/08, 08/05/08 Block 2 – 15/05/08, 22/05/08, 29/05/08, 05/06/08
Cost:	Full \$54.90 / Concession \$33.40

ICAU1133B – Send and retrieve information over the Internet using browsers and E-Mail.	
Day	Friday
Time	9:00am – 1:00pm
Dates	Block 1 – 18/04/08, 02/05/08, 09/05/08, 16/05/08
Cost:	Full \$48.25 / Concession \$30.40

#### Disclaimer

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