## Course Information

### Course:
**Certificate I in Information, Digital Media and Technology**  
ICA10111

### Local name:
Cert I in IT

### Course Description:
This qualification provides the skills and knowledge for individuals to perform foundation digital literacy tasks using a personal computer, a range of digital devices and various software applications. Participants will acquire IT knowledge and skills essential for most entry level jobs (for example administrative roles, retail), volunteering or further studies.

### Units:
- ICAICT101A  Operate a personal computer
- ICAICT102A  Operate word-processing applications
- ICAICT103A  Use, communicate and search securely on the internet
- ICAICT104A  Use digital devices
- ICAICT105A  Operate spreadsheet applications
- ICAICT106A  Operate presentation packages

*(ICAICT101A and ICAICT102A may be offered as stand-alone units.)*

### Prerequisites:
There are no prerequisites for this course as it is an entry level course to basic computing. Attendance is required at a pre-enrolment session.

### Pathway:
This course leads to Certificate II in Information, Digital Media and Technology, further studies at other institutions or employment.

### Mode of Study:
Classroom based; some online and out of class work; part time

### Days & Times:
Monday and Tuesday afternoons (to be confirmed)

### Location:
47A French Street, Lalor

### Dates:
3 February - 5 December 2014

### Duration:
10 months

### Fees:
Refer Student Tuition Fees document on website

### Enrolment:
Contact Lalor LLC office for appointment for Pre-training Assessment interview.  

**There is currently a waiting list for this course.**

### Contact:
Phone 9465 6409 or email office@lalorllc.vic.edu.au

### Amenities:
Tea & coffee provided; BYO lunch/snacks; A fee applies for amenities and materials

### Materials:
Students should provide their own writing equipment; learning materials will be provided in class; a fee may apply

---

Information correct at June 2014