

ICT30118 Certificate III in Information, Digital Media & Technology (Online)

This qualification consists of competency in **6 core units** and **11 elective units**. On successful completion of all **17 units** you will receive a **Certificate III in Information, Digital Media & Technology**.

It is strongly recommended students enrol in no more than two units per intake, unless otherwise advised. Please follow the below Preferred Order of Study when enrolling:

POS	Unit code	Unit name	Unit type	Unit hours	Textbook/ Resources	Study Schedule	
						Intake	Completed
Must complete all units listed below							
1	ICTICT203	Operate application software	elective	60	Electronic resources are available through the Connect learning management system		<input type="checkbox"/> Completed
2	ICTNWK302	Determine and action network problems	elective	50			<input type="checkbox"/> Completed
3	ICTICT302	Install and optimise operating system software	Core	20			<input type="checkbox"/> Completed
4	ICTSAS308	Run standard diagnostic tests	core	40			<input type="checkbox"/> Completed
5	ICTICT304	Implement system software changes	elective	40			<input type="checkbox"/> Completed
6	ICTWEB303	Produce digital images for the web	elective	30			<input type="checkbox"/> Completed
7	ICTWEB302	Build simple websites using commercial programs	elective	40			<input type="checkbox"/> Completed
8	ICTICT308	Use advanced features of computer applications	elective	40			<input type="checkbox"/> Completed
9	ICTSAS307	Install, configure and secure a small office or home office network	Elective	50			<input type="checkbox"/> Completed
10	ICTICT307	Customise packaged software applications for clients	elective	80			<input type="checkbox"/> Completed
11	ICTWEB201	Use social media tools for collaboration and engagement	elective	20			<input type="checkbox"/> Completed
12	ICTICT301	Create user documentation	core	20			<input type="checkbox"/> Completed
13	ICTICT202	Work and communicate effectively in an ICT environment	core	40			<input type="checkbox"/> Completed
14	BSBEBU401	Review and maintain a website	elective	50			<input type="checkbox"/> Completed
15	BSBSUS401	Implement and monitor environmentally sustainable work practices	core	40			<input type="checkbox"/> Completed
16	BSBWHS304	Participate effectively in WHS communication & consultation processes	core	30			<input type="checkbox"/> Completed
17	ICTICT409	Develop macros and templates for clients using standard products	elective	60			<input type="checkbox"/> Completed

All information was accurate at the time of publication,
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IMPORTANT INFORMATION



CONNECT

Connect offers access for mobile devices, the ability to communicate with teachers and classmates, and excellent user support, allowing you the flexibility to study anywhere, anytime.

Your TAFE student number is your 'username' for logging into Connect. You will be prompted to create your own password by selecting 'Password Manager' on the Connect login homepage. In order to create your password, you will need to enter your date of birth and the email address you provided to TAFE Queensland.

Access your online studies via [Connect](#)

Navigating in Connect: Connect Student – [Getting Started](#) (YouTube video)

Online instructions: [Connect Help](#)



Connect

View unit materials, submit assessments, check your progress, communicate with your teacher and much more.

[System Check](#) | [Password Manager](#) | [Connect Help](#)



STUDENT RULES

The [TAFE Queensland student rules](#) are designed to make you aware of your rights as a student, as well as your responsibilities to TAFE and your fellow students.



UNIQUE STUDENT IDENTIFIER [USI]

It is mandatory when undertaking nationally recognised training to have a Unique Student Identifier [USI]. Your USI will contain all your nationally recognised training records and results. It's important that we have a USI, as under Commonwealth Government legislation, we cannot issue a qualification until it is recorded.

Create your USI at the [Australian Government USI website](#). You need to have one form of identification.

Once you have your USI, please make sure you email it to [TQOL Admin](#).

To find out more about the Unique Student Identifier please visit <https://www.usi.gov.au/>



WITHDRAWALS, TRANSFERS & REFUNDS

We all change our minds, so if for any reason you find the need to leave a course, or if you are seeking to transfer to another intake, or withdraw from study, please:

1. speak with your program coordinator
2. email your request to withdraw directly to [TQOL Admin](#)

Please view the [TAFE Queensland Refund Policy](#) before sending your withdrawal request, as you may not be eligible for a refund.



HAVE YOU STUDIED BEFORE?

Advanced Standing is a process that offers you credit for earlier formal study that is equal to your nominated qualification. It is important that you apply before your start of study. Please see [eligibility information and the application form](#) for more information.

For more information on intake dates please visit the [TAFE Queensland website](#)

Enjoy your studies and let us help you **'MAKE GREAT HAPPEN'**.