



Sandybeach Centre

Cnr Beach Road & Sims Street, Sandringham VIC 3191
Telephone: 03- 9598 2155 Fax: 03-9598 3917
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Webpage: www.sandybeach.org.au

ICA10105 – Certificate I in Information Technology

Course Objective

Are you planning to return to work and need to update your computer skills? Whether you have little or no computer skills or previous computer experience, this course is suitable for you. The entire Microsoft suite including Word, Excel, Power Point, Access, Internet and E-Mail and operating your PC will be covered during the course. Graduates will be well prepared for handling any general office work that requires computer skills. Update your technology skills through this Nationally Accredited course.

Course Content

Units of competency covered are:

- ICAU1128B Operate a personal computer
- ICAU1129B Operate a word processing application
- ICAU1130B Operate a spreadsheet application
- ICAU1131B Operate a database application
- ICAU1132B Operate a presentation package
- ICAU1133B Send and retrieve information over the Internet using web browsers and email

Selection Criteria

No specific prerequisites required.

Access and Equity

The principles of Access and Equity will be applied in the selection of students and in the delivery of the training and assessment service

Recognition of Prior Learning (RPL)

Sandybeach Centre recognises AQF qualifications and Statements of Attainment issued by other registered training organisations.

You may be eligible for Recognition of Prior Learning or Current Competence if you can demonstrate the required skills and competencies based on any formal or informal education you have completed.

Language, Literacy & Numeracy Support

Sandybeach Centre acknowledges that all vocational education and training includes language, literacy & numeracy tasks. Support may be available to meet course requirements and participants requiring support are encouraged to enrol in our language and literacy classes.

How to Enrol

Enrolments are made direct to Sandybeach Centre.

Course Commencement and Delivery

Refer to the Sandybeach Centre's website or Course & Event Guide for dates and times.

Students have the option of studying in one of the following ways: daytime course or evening course. Both are spread over two days of the week. Students will complete 170 hours of tuition. Refer to the Sandybeach Centre Course & Event Guide for details.

Assessment

Assessment is consistent with the Australian Quality Training Framework, which covers direct delivery. Assessments will be planned, conducted and validated by appropriately qualified staff.

Fees and Charges

Please refer to Sandybeach Centre's website or Course & Event Guide for course fee. The total enrolment fee includes all manuals, handouts and assessments.

This is an ACFE funded program. Contact Sandybeach Centre for concession fees applicable to persons holding a Health Care Card, Pensioner Concession Card or Veterans Gold Card.

Refund Policy

Refunds, minus the government-set minimum fee and any applicable charges for materials are provided to students who withdraw in writing up until 4 weeks after the scheduled commencement date.

Employability Skills

Employability Skills are embedded in the training and assessment of national training package qualifications. Information on the Employability Skills relevant to this qualification can be obtained by visiting the following website and keying in the national code for the qualification: <http://employabilityskills.training.com.au>.

Further Study Links

Students may choose to continue on with their studies at Sandybeach Centre with other courses, such as MYOB. Students also have the option of taking external TAFE courses – Certificate II & III in IT and Certificate II in Business.

Contact:

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