

## **Certificate I in Information Technology ICA10105**

### **Frequently Asked Questions – 2010, Semester Two**

#### **What will I be learning with the Certificate I in Info. Tech.**

This training will give you the skills and confidence to work with computers, and improve your chance of gaining or improving your employment opportunities. This qualification is ideal for beginners to become accredited in computer usage. Learn how to use a computer and to successfully operate the software most commonly used in business today. Improve your skills and gain a qualification that is recognised as a standard for all job seekers in the office environment.

#### **How is it structured?**

The units cover the fundamentals of personal computer use including: Microsoft Windows and file management; the use of internet and email; the MS Office package in word processing (Word), spreadsheets (Excel), database (Access) and presentation packages (Powerpoint). You are required to complete two blocks of units.

##### **4 Introductory Units in Computing**

<i>ICAU1128B</i>	<i>Operate a personal computer</i>
<i>ICAU1129B</i>	<i>Operate a word processing application</i>
<i>ICAU1133B</i>	<i>Send and retrieve information over the internet using browsers and email</i>
<i>BSBWOR204A</i>	<i>Use business technology</i>

##### **3 Intermediate Units in MS Office**

<i>ICAU1130B</i>	<i>Operate a spreadsheet application</i>
<i>ICAU1131B</i>	<i>Operate a database application</i>
<i>ICAU1132B</i>	<i>Operate a presentation package</i>

#### **How long will it take to complete?**

##### **Daytime Group:**

13 weeks in class

Introductory Units: Friday 9.30 am – 3 pm, 11 sessions starting 16<sup>th</sup> July

Intermediate Units: Thursday 9.30 am – 3 pm, 13 sessions starting 15<sup>th</sup> July

#### **How much will it cost me?**

To be eligible for a government funded training place you must be a permanent Australian Resident/Citizen. The course fees you are required to pay for a government funded place are \$205 (\$155 concession) plus \$66 for student manual. (Fee for service cost is \$1,500 if you are not a permanent Australian resident/citizen, or approved visa holder)

#### **Where does this course lead me?**

On successful completion of the full course, students will have skills and knowledge to enable them to operate a personal computer, using MS Office, in the workplace or for home business use. Further units can be undertaken to gain higher qualifications. Students have the option of upgrading to Certificate II at Longbeach PLACE or going onto a higher Certificate or Diploma level elsewhere.

#### **Get more for your time and money by studying more than one qualification at a time.**

We have several courses that share common units. This allows students to gain a number of qualifications in a shorter timeframe and less to pay in course fees.

#### **Additional qualifications available:**

BSB20107 Certificate II in Business &  
ICA20105 Certificate II in Information Technology

## **Frequently Asked Questions – for Accredited Training 2010, Semester Two**

### **Where do these courses lead me?**

On successful completion of their course, students will have gained skills and knowledge for the workplace or for further study. Students have the option of going onto a higher Certificate levels or Diploma.

### **Who will be teaching?**

Longbeach PLACE employs qualified tutors, who are experienced in working with adult learners to conduct the teaching and assessment.

### **What qualification will I receive?**

This is a nationally recognised Vocational Education and Training (VET) course. Longbeach PLACE is registered as a provider of accredited training by the Victorian Registration and Qualifications Authority. On successful completion of the qualification, students will be issued with a certificate when all results have been recorded. If the full qualification has not been completed, a statement of attainment will be printed out at end of the semester.

### **Is there any Recognition of Prior Learning (RPL)?**

Recognition of prior learning and current competencies is available if you believe you have the requisite skills and would like a formal qualification. Relevant documentation will need to be prepared by you and presented as evidence of current competencies in relation to the elements covered in the course. More information upon application.

### **I have a Health Care Card, are there any concessions?**

Students with a Health Care Card or Pensioner Concession Card in the family are required to provide a copy of the card to qualify for the concession rate. The concession rate cannot be claimed if fees are paid by a third party.

### **Is there anything extra to pay?**

An Annual Membership Fee of \$20 applies. For qualification in Information Technology, students are required to purchase a student workbook for the cost of \$66 (inc, GST). The invoicing of any payments will attract an administrative fee of \$5.50 (including GST)

### **Can I pay off my class fees?**

Yes. You may pay by instalments if needed – on the understanding that you are committed to continue once you have a place. Please speak to the programming staff to arrange payments and to sign your payment agreement.

### **Do I need my own computer?**

Students doing units in computing will need access to a computer and the internet, out-of-class time, for revision and practice. We have a limited number of places for computer access at no extra cost to students completing accredited training. Computers are also available at local libraries for community use.

### **Is there any homework?**

Yes. Students will be required to complete a certain amount of homework, revision and assignments away from class. The time involved is often equivalent to the time spent in class.

### **Are there any tests?**

All nationally accredited courses require student assessment. Students will be assessed throughout the course by a variety of means: the completion of set work; small projects; questionnaires, assignments etc.

### **How do I get a place in class?**

**Please apply for a place in class early as numbers are limited.** To be eligible for a government funded place you must be a permanent Australian Resident/Citizen. Applications are made directly to Longbeach PLACE by speaking to Programming staff. All participants are required to fill in and sign a registration form available from our office or we site at [www.longbeachplace.org.au](http://www.longbeachplace.org.au) . If you require more information regarding course suitability please speak with programming staff. Once your application has been approved a \$60 deposit is needed to hold your place in class. To retain the place full fees are due 14 days prior to commencement. Payments can be made by phone using credit card; mail using cheque or credit card; or in person during office hours.

### **What are the hours for course applications and payments?**

Tuesday to Wednesday 9.30 am – 3 pm; Thursday & Friday 9.30 am – 12 noon.

**Location:** 15 Chelsea Road, Chelsea

**Phone:** 9776 1386