The Certificate I in Information, Digital Media, and Technology provides the skills and knowledge that individuals require to perform digital literacy tasks at a foundation level using a personal computer, along with a range of software applications and digital devices.

Who Should Attend
This course is appropriate for individuals seeking first step certification in information technology. The articulated outcomes of the certificate are to facilitate the effective use of computers in the workplace, and to promote an understanding of a wide range of concepts and knowledge across ICT.

Course Structure
This program has been created with a blend of vendor specific, vendor neutral, and trainer developed materials. Vendor training is recognised internationally as an industry benchmark for product specific training. Upskilled uses an online Learning Management System to manage the delivery and assessment of learning resources. The program is conducted over a 2 month period through a blended learning approach of teacher-led workshops or webinars, distance education and online materials.

Prerequisites
There are no formal prerequisites for this qualification.

Recognition of Prior Learning (RPL)
Participants often come to the diploma program with experience in one or more ICT competencies, vocationally acquired from a range of sources (both formal and otherwise). Upskilled acknowledges the validity of such experience and encourages candidates to apply for Recognition of Prior Learning where applicable. Upskilled’s RPL Calculator is a guide to initial RPL standing, although participants are sometimes entitled to further RPL as enrolment progresses.

Inclusions
Upskilled Information Technology courses include detailed learning materials, assessments, online trainer support and certification upon successful completion.
Course Outline

The online e-Learning course addresses the following units of competency from the National ICT Information Communication Technology Package. All units must be successfully completed to gain the Certificate I in Information, Digital Media, and Technology.

<table>
<thead>
<tr>
<th>UNIT CODE</th>
<th>COMPULSORY UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ICTICT101</td>
<td>Operate a personal computer</td>
</tr>
<tr>
<td>ICTICT102</td>
<td>Operate word-processing applications</td>
</tr>
<tr>
<td>ICTICT103</td>
<td>Use, communicate and search securely on the internet</td>
</tr>
<tr>
<td>ICTICT104</td>
<td>Use digital devices</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>UNIT CODE</th>
<th>ELECTIVE UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ICTICT106</td>
<td>Operate presentation packages</td>
</tr>
<tr>
<td>ICTICT107</td>
<td>Use personal productivity tools</td>
</tr>
</tbody>
</table>

Course Fees and Payment Options

The Certificate has a course fee of $1,945, payable in one of two ways:

1. A single upfront payment of the course fees attract a 10% DISCOUNT, making the total fee $1,750

2. An upfront enrolment fee of $445, and 4 x $375 paid per month for four consecutive months. The total course fee is therefore $1,945

How to Apply

Whether you’re inquiring as an individual, or as a manager acting on behalf of one or more employees, the easiest way to apply is to contact Upskilled:

- Select from more than 80 nationally accredited certificate and diploma courses
- Complete an application form at www.upskilled.edu.au
- Submit the form and an Upskilled Education Manager will contact you

Other Related Qualifications

1. Certificate II in Information, Digital Media, and Technology
2. Certificate III in Information, Digital Media, and Technology
3. Certificate IV in Information Technology

Vendor Neutral Courses

- The Internet
- Buying Online
- Digital Devices
- Workplace Communications
- Productivity Tools
- Writing A Great Resume

Vendor Courses

- Microsoft Word Essentials
- Microsoft Power Point Essentials

Upskilled Courses

- Computer Literacy for Windows
- Digital Literacy - Computer Basics