

**BE AMBITIOUS**

# CERTIFICATE II IN INFORMATION, DIGITAL MEDIA AND TECHNOLOGY



NATIONAL CODE: **ICT20115**  
INFORMATION TECHNOLOGY SECTION  
HORNSBY COLLEGE OF TAFE

**COURSE DESCRIPTION:**

Gain the skills and knowledge in basic digital literacy and IT to support a wide range of varying industry occupations.

This course is great for people who:

- Need IT foundation skills.
- Are trying to re-enter the work force.
- Are trying to improve their IT skills to progress in their career.

**COURSE OUTCOMES:**

Completion of this certificate prepares you for a pathway into the Certificate III in Information, Digital Media and Technology courses.

**ENTRY REQUIREMENTS:**

There are no entry requirements for this course.

**LOCATION AND DELIVERY**

**Location:** Hornsby TAFE NSW, 205 Peats Ferry Road, Hornsby NSW 2077

**Full-time:** 6 months – 14 hrs/week

**Note:** You will be required to spend an equivalent amount of time on course work outside of class time.

Registration and payment are required to confirm your place.

**CONTACT US TODAY!****ENROL NOW OR  
REGISTER YOUR INTEREST**

for more information-  
contact Nirmal Chowdhury

**Phone:** 9472 1400 or 131 601

**Web:** <http://infotech.hornsby.tafensw.edu.au>

**Email:** [nsi.ho.it@tafensw.edu.au](mailto:nsi.ho.it@tafensw.edu.au)

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## COURSE STRUCTURE:

*This course requires 14 units of competency. Units delivered are:*

- ICTICT203 Operate application software packages
- BSBITU302 Create electronic presentations
- ICTICT205 Design basic organisational documents using computing packages
- BSBITU309 Produce desktop published documents
- ICPDMT263 Access and use the internet
- ICTWEB201 Use social media tools for collaboration and engagement
- ICPDMT321 Capture a digital image
- ICTICT204 Operate a digital media technology package
- ICTICT201 Use computer operating systems and hardware
- ICTICT206 Install software applications
- BSBWHS201 Contribute to health and safety of self and others
- ICTICT202 Work and communicate effectively in an ICT environment
- ICTICT209 Interact with ICT clients
- BSBSUS201 Participate in environmentally sustainable work practices

**Timetable:** The timetable is published on our section website  
<http://infotech.hornsby.tafensw.edu.au/ViewTimetable.aspx>

## LEARNING SUBJECTS INCLUDE:

### Microsoft Office

- You will develop skills in Microsoft Word, Excel, Access, Publisher and PowerPoint.

### Internet, social media and digital media

- You will learn how to use the Internet
- You will learn how to use social media for collaboration and engagement.

### PC Hardware and Software

- You will have hands-on experience with aspects of hardware & software Installation.

### IT Specialist

- You will gain the skills required to help gain employment and work with confidence in the IT industry.

## FEES & OTHER INFORMATION

**Fees:** Fees are set by TAFE NSW and can be viewed at:  
<https://www.tafensw.edu.au/get-started-at-tafe-nsw/fees-information>

**This course is Government Subsidized**

**Career Opportunities:** Office Assistant, Junior Office Support, IT Support Roles, Records Assistant etc.

**Course Pathways:** Completion of this certificate will provide you with the skills to enrol in a Certificate III in IT.

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