



Statement of Attainment in Information Technology (Foundation)

Qualification: Statement of Attainment
Training Package: ICA05 Information and Communication Technology

TAFE NSW Course No: 19040

This qualification has been designed to offer a number of short courses intended for people who want specific training in a range of IT areas. Some of these courses are suitable for those seeking to apply basic skills to using a computer at home, while others address work and training requirements.

Areas covered include:

- Computers for Beginners – an ideal introductory course for people new to computing. You will learn the basics of operating a Windows PC and de-mystify the world of IT and the Internet.
- Digital Photography – develop an understanding of digital SLR photography
- Microsoft Office – covers the software packages that make up Microsoft Office, including Word, Excel, and Access.
- Adobe Photoshop – learn to manipulate digital photographs
- Web Design – creating and maintaining basic websites.

Career Opportunities/Vocational Outcomes: Depending on the skills acquired, you may be able to provide basic support to an office assistant or equivalent at a junior level, or supplement current qualifications.

Articulation: When you finish this course you may have developed one or more units of competence. This achievement will be recognised in other TAFE courses and by other Registered Training Organisations across Australia.

Entry Requirements: There are no formal entry requirements for this course as it is an entry level course.

Units towards completion: contact the campus for details.

All information is accurate at time of printing. Course commencement is subject to sufficient resources and demand. For the most up-to-date information on course content; attendance modes; fees, concessions, refunds and exemptions; recognition of prior learning and credit transfer options; student support services including literacy and numeracy support and welfare services; student rights and responsibilities; appeals and complaints process and Department of Education and Training Code of Conduct visit the Institute website or ring 131601.



Semester 2, 2008

Campus: Port Macquarie
Widderson Street,
Port Macquarie NSW 2444

To apply

North Coast Institute application form by 30 May 2008. Late applications will be accepted.

Start Date: Friday 1 August 2008 (Beginners)
Monday 28 July 2008 (Digital Photography)

Attendance: 5 - 18 weeks, depending on units selected (details to be advised).

Cost: TAFE Fee \$209 for Semester 2 (some people may be eligible for a concession fee).

Resource fee: \$30

These fees can be paid using EFTPOS, Visa, MasterCard, cheque or money order only.

Contact and more information:

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