

Student Program Information 2015



Certificate III in Information, Digital Media and Technology – Applications (ICA30111)

The recommended Certificate III study plan has the following key features:

- > The recommended study plan will take a new student with no previous applications experience 9 months full time to complete.
- > There is a focus on understanding the fundamental and advanced features of application software, gaining application software development skills and learning beginner software development skills in various languages.
- > There is a focus on being able to customise popular application software packages to meet more advanced requirements

Required Competencies and Prerequisites

Certificate III in Information, Digital Media and Technology Applications

National Code: ICA30111 TAFE SA Code: TP00102

This table shows you the competencies that you must have on your academic record in order to achieve this qualification.

Subject	National Code	Competency Name	Pre-Requirement
3SWP	Sustainable Work Practices		N/A
	BSBSUS301A	Implement and monitor environmentally sustainable work practices	
3CUD	Create User Documentation		N/A
	ICAICT301A	Create user documentation	
3WHS	Workplace Health and Safety		N/A
	BSBWHS304A	Participate effectively in WHS communication and consultative processes	
3ITE	Cisco IT Essentials		N/A
	ICAICT202A	Work and communicate effectively in an IT environment	
	ICASAS301A	Run standard diagnostic tests	
	ICAICT302A	Install and optimise operating system software	
	ICASAS303A	Care for computer hardware	

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3SSC	System Software Changes		N/A
	ICAICT304A	Implement system software changes	
3DMT	Develop Macros and Templates		2OAP, <u>3ACA</u>
	ICAICT409A	Develop macros and templates for clients using standard products	
3ACA	Advanced Features of Computer Applications		2OAP
	ICAICT308A	Use advanced features of computer applications	
3CSA	Customise Software Applications		2OAP, 3ACA
	ICAICT307A	Customise packaged software applications for clients	
2OAP	Operate Application Software Packages		N/A
	ICAICT203A	Operate application software packages	
4HTML5	Hypertext Mark-up Language Basics		N/A
	ICAWEB301A	Create a simple mark-up language document	
	ICAWEB429A	Create a mark-up language document to specification	
	ICAWEB409A	Develop cascading style sheets	
3PRB	Programming Basics		N/A
	ICAPRG301A	Apply introductory programming techniques	
4JSB	JavaScript Basics		4HTML5 3PRB
	ICAPRG405A	Automate processes	

Legend: Underline – Co-requisite/Optional Pre-requisite

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Subject Descriptions

Subject	Description
3SWP	This subject measures current resource use and identifies improvements including the reduction of negative environmental impact caused by work practices.
3CUD	This subject involves following processes to create user documentation that is clear to the target audience and which is easy to navigate.
3WHS	This subject requires students to participate in workplace occupational health and safety (WHS) consultative processes. Consultative arrangements, also referred to as participative arrangements, give the students insights in WHS matters, and looks at the opportunity for stakeholders to participate in decisions that may impact on the WHS of the workplace.
3ITE	This course uses the Cisco Networking Academy® IT Essentials curriculum which provides an introduction to the technical skills needed to help meet the growing demand for entry-level ICT professionals. The curriculum covers the fundamentals of computer hardware and software as well as advanced concepts such as security, networking, and the responsibilities of an ICT professional. Students will be eligible to receive the CISCO IT Essentials certificate. This course helps students prepare for the CompTIA A+ Essentials exam (220-801) and CompTIA A+ Practical Application exam (220-802).
3SSC	This unit works through determining any software change requirements in a system, implementing the changes and then recommending any change management required.
3DMT	This unit covers using macros and templates in Microsoft Office 2010. It covers templates in Word, Excel and PowerPoint and explores how to create macros in Word and Excel 2010.
3ACA	This subject covers computer applications to their full capacity employing all advanced features such as creating macros and templates for word processors, using advanced formulas and functions for spreadsheet applications and creating multi-table relationships, advanced queries, forms, reports and macros using a database application.
3CSA	This subject covers Customising Windows 7, Customising Office 2010, Testing Configuration Changes, User Documentation and Client Feedback.
2OAP	This unit covers the basic use of Microsoft Office 2010 suite: Word, Excel and PowerPoint
4HTML5	This subject is about learning how to develop a web site using HTML 5.0 and other W3C web page design standards.
3PRB	This subject introduces the programming constructs of sequence, selection and iteration, along with an introduction to modularisation, parameter passing, array handling and file processing. Small command-line programs and/or games are developed using the Visual Studio 2010 C#.NET programming language.
4JSB	This subject will cover the basic syntax of JavaScript and enable you to automate client side validation of data on a web page. The use of functions is explored as the concepts behind AJAX are introduced.

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TAFE SA Suggested Study Plan for Full-Time Students

Certificate III in Information, Digital Media and Technology – Applications (ICA30111)		
<u>Semester 1</u>		<u>Semester 2</u>
<u>Term 1</u>	<u>Term 2</u>	<u>Term1</u>
3WHS (8wks * 2hrs)	3CUD(8wks * 2hrs)	3CSA(9wks * 6hours)
3ITE1(9wks * 3hrs)	3ACA(9wks * 3hrs)	3SSC(8wks * 3hours)
2OAP (8wks * 6hrs)	3DMT(9wks * 6hrs)	4JSB (8wks * 3hrs)
3PRB (8wks * 3hrs)	4HTML5 (8wks * 3hrs)	3SWP(8wks * 2hours)
<u>Skills Set</u>		
None		
Exit Qualifications		
Exit with Certificate III in Information, Digital Media and Technology (ICA30111)		

Please Note: This program structure is subject to change.

Note:

3WHS, 3CUD and 3SWP can also be offered Online

NOTE: The study plan is for a full-time student. If done with class-attendance this is usually between 15-24 hours a week of attendance. However, your local campus may offer the subject in a variety of formats including online, self-paced etc. Refer to the campus Course Registration Numbers (CRN) document for details specific to your campus.