

# Certificate III in Information Technology – VDSS

There is no better time to commence your studies in this exciting and diverse industry. Learn Microsoft Office features that are highly valued by employers, create your own website and edit photographs to use on the internet, learn how to program software to kick start that game developer career or learn how to assist customers with their computer faults as an IT Helpdesk Officer.

Individuals who work in these fields apply broad sets of skills, including foundational knowledge in critical thinking and customer service skills, to support a range of technologies, processes, procedures, policies, people and clients in a variety of work contexts.

## Course Overview

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## Proposed Units

ICTWEB305 Produce Digital Images for the Web  
ICTWEB431 Create and style simple markup language documents  
ICTPRG435 Write scripts for software applications  
ICTICT313 Identify IP, ethics and privacy policies in ICT environments  
ICTICT214 Operate Application Software Packages  
ICTWEB304 Build simple web pages  
ICTPRG302 Apply introductory programming techniques  
ICTICT312 Use advanced features of applications  
BSBCRT301 Develop and extend critical and creative thinking skills  
BSBXCS303 Securely manage personally identifiable information and workplace information  
BSBCRT311 Apply critical thinking skills in a team environment  
ICTSAS305 Provide ICT Advice to Clients  
BSBXTW301 Work in a team

## Pre-Requisites

Nil

## Course Type

Accredited Course;  
VDSS

## Course Code

ICT30120

## Campus

Warragul

## Completion

Full

## Duration

2 years

## Scored Assessment

No

## VET in VCE

Yes

## Structured Workplace Learning

Strongly Recommended

## Clothing and Equipment

- Branded uniform top will be provided
- Long pants
- Solid, closed in shoes
- USB memory stick provided

## Pathways

- ICT40120- Certificate IV in Information Technology (Not offered at TAFE Gippsland)
- ICT50220- Diploma of Information Technology (Not offered at TAFE Gippsland)

## Potential Job Outcomes

- IT Technician
- Help Desk Officer
- Customer Service Representative (ICT)
- Client Support Officer (ICT)
- User Support Specialist

## Entry Requirements

This course is for students undertaking the Victorian Certificate of Education (VCE) or the VCE Vocational Major (VCE VM). Please contact your school for more information.

## Course cost

For the course cost please visit the TAFE Gippsland website or call 1300 133 717.