

# Certificate I in Information Technology/ICDL

## **COURSE TITLE**

ICA10105 - Certificate I in Information Technology/International Computer Drivers License (ICDL)

## **COURSE DESCRIPTION**

This introductory course has been designed especially for those who require a basic knowledge of the Microsoft Office products. It provides training in word processing, spreadsheets, databases and using the Internet. Its objective is to enable people to acquire the skills and knowledge to undertake basic functions using a personal computer.

This course is designed to blend with the International Computers Driver's License.

## **UNITS**

- ICAU1128B Operate a personal computer
- ICAU1129B Operate a word processing application
- ICAU1130B Operate a spreadsheet application
- ICAU1131B Operate a database application
- ICAU1132B Operate a presentation package
- ICAU1133B Send and retrieve information using web browsers and email

Students will be gaining these competencies while undertaking the International Computers Driving Licence.

## **FEES**

\$331.50 Full fee

\$195.00 Concession fee. Proof of concession must be provided at enrolment to receive this rate. Fees can be paid in installments if requested, however, the Certificates will not be issued until the full fee has been received. Centrepay options are also available.

## **DELIVERY STYLE / SERVICES**

- Qualified and experienced trainers and assessors
- Fun and relaxed atmosphere
- Face to face classroom environment
- Quality training aids
- Employability skills built into the program
- 3 months free email support on completion of the program

*This training program has been funded by the Department of Education and Training*

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### SKILLS RECOGNITION - EXEMPTIONS/TRANSFERS

[Recognition of Prior Learning \(RPL\)](#) is available to applicants for this course. RPL is the acknowledgement of skills and knowledge gained through formal training, work experience and life experience.

In order to be granted a credit transfer for any part of the course you will be interviewed by teachers of the course who will assess whether your experience matches the course content.

### WITHDRAWAL/REFUNDS

Directions refund policy is in accordance with the Department of Education and Training, VET Fees and Charges Policy 2009.

Students must provide written advice of withdrawal to be eligible for a refund within two weeks of the official withdrawal date. Please contact Directions to obtain a withdrawal form as soon as possible. Please indicate on this form your request for refund.

#### FULL REFUNDS

Students who withdraw are entitled to a full refund of fees and charges where:

- A course/qualification or unit of competency/module is cancelled or re-scheduled to a time unsuitable to the client;
- A student is not given a place due to maximum number of places being reached; or
- A student accepts an offer of a place in a university. In this situation, students must provide a copy of the letter of offer with their refund application

Directions can approve a full refund of fees at any time during delivery if a class is cancelled because of declining student numbers, no available lecturer, or due to other circumstances caused by Directions.

#### PART REFUNDS

Students who withdraw for reasons other than those outlined above, and who lodge a withdrawal form within 4 weeks of commencing their unit or their program of study or before 25% of delivery has been concluded (**whichever is sooner**) will be eligible for full refund of their tuition fee paid and 50% of the resource fee paid. 0% of the enrolment fee will be refunded.

#### PRO RATA REFUNDS

Directions can approve a pro rata refund of fees and charges at any time during the course delivery if students withdraw for reasons of personal circumstance beyond their control. E.g. serious illness resulting in extended absence from classes; injury or disability that prevents the student from completing their program of study; or other exceptional reasons at the discretion of Directions. In all cases, documentary evidence (e.g. Medical Certificate) is required.

### CONTACT US TO ENROL

Northam Office  
Midland Office  
Merredin Office  
Moora Office  
Narrogin Office

Ph (08) 9622 6500  
Ph (08) 9274 8502  
Ph (08) 9041 2322  
Ph (08) 9653 1320  
Ph (08) 9881 4183

Fax (08) 9622 3894  
Fax (08) 9274 3914  
Fax (08) 9041 2333  
Fax (08) 9653 1320  
Fax (08) 9881 6802

Email: [training@directionswa.com.au](mailto:training@directionswa.com.au)