

## C3-BD33 Certificate III in Information, Digital Media and Technology ICT30118

### Enrolment instructions:

An enrolment instructional video may be found at the following link; [https://cit.edu.au/courses/professional/information\\_technology/C3-BD33](https://cit.edu.au/courses/professional/information_technology/C3-BD33) under the heading ICT Enrolment Information. Choose from either “new students”, or “current students (students with existing CIT number)”. These videos are generic and will provide instructions on how to enrol into classes for Semester 2 2021. **However, please read all the notes below as there is important information relating to recommended classes for all students.**

### Program Changes for 2022

The Certificate III in Information, Digital Media and Technology is being offered with the existing program structure until the end of 2021. A new Training Package is being introduced in Semester 1 2022. This will mean changes from the existing program’s completion requirements to the requirements of a new program, for students that are not completing the current Certificate III in Semester 2 2021. If you are a full-time student seeking to complete the Certificate III in Semester 2 2021 or a continuing part-time student seeking to enrol and complete all of your remaining subjects in Semester 2 2021, you are able to do so under the existing program structure, and should choose units according to the current program structure consisting of the core units and each elective stream.

The following advice is aimed at students who are not seeking to complete the Certificate III in Semester 2 2021;

#### NEW AND CONTINUING STUDENTS THAT SEEK TO REMAIN IN THE CERTIFICATE III IN 2022;

Program structures are changing in 2022, and there will be a number of changes to the Certificate III program. If you are commencing your studies this semester, and you intend to continue studying the Certificate III in 2022, we advise to choose from the classes indicated below regardless of the current stream in which the subject is listed. We advise new students not complete any current core subjects that are not listed below.

Three new streams will be available in 2022. The best subjects relevant to the new streams are:

<b>Networking Stream:</b>	<b>Information Technology Stream/Apps Stream:</b>	<b>Cyber Stream (will be introduced 2022):</b>
Programming Concepts (Will become a core unit for all streams) Operating Systems Basics Hardware Basics Network Essentials Network Operating Systems	Programming Concepts (Will become a core unit for all streams) Operating Systems Basics Creating Websites User Documentation Hardware Basics	Programming Concepts (Will become a core unit for all streams) Operating Systems Basics Creating Websites Network Essentials

(please note the subjects listed under each stream represent current subjects that are relevant and transferable to the new program delivery structure for 2022, there will be a range of additional subjects also required for completion including core units that are not yet available for study)

## C3-BD33 Certificate III in Information, Digital Media and Technology ICT30118

Timetable: Semester 2, 2021 (The ICT Department has set **full-time** schedules available that ensure no class clashes, see options on pages 7-12, these include blockcodes that will enrol students into all classes except those identified for each full-time option). **Please read all notes on the timetable before enrolling.**

### Core competencies

Competency Clusters	Description (Competencies delivered)	Class times	Enrolment Block Codes/CRNs
WHS Communication & Consultation*	<ul style="list-style-type: none"> <li>OHSS 505 Participate effectively in WHS communication and consultative processes (BSBWHS304)</li> </ul>	WED 1400-1600 Room: D232	74158
		THU 1400-1600 Room: D232	74160
Operating Systems Basics	<ul style="list-style-type: none"> <li>INFT 193 Install and optimise operating system software (ICTICT302)</li> <li>INFT 1034 Run standard diagnostic tests (ICTSAS308)</li> <li>COMM 161 Provide ICT advice to clients (ICTSAS305)</li> </ul>	TUE 0930-1200 Online Tutorial/D203	OPSYSBAS1
		TUE 1330-1600 Online Tutorial/D203	OPSYSBAS2
		THU 0930-1200 Online Tutorial/D203	OPSYSBAS3
Communicate Information  TERM 3  Or  TERM 4	<ul style="list-style-type: none"> <li>COMM 505 Communicate Information (RIICOM301)</li> </ul>	MON 1430-1630 D232 Term 3 Only	73670
		TUE 1000-1200 D232 Term 3 Only	73671
		MON 1430-1630 D232 Term 4 Only	73674
		TUE 1800-2000 D136 Term 4 Only	73672
Working in IT  TERM 3	<ul style="list-style-type: none"> <li>INFT 701 Work and communicate effectively in an IT environment (ICTICT202)</li> </ul>	Online With Optional Online Tutorial MON 1800-19:30 Term 3 Only	73683

**Note:** You will need your Class Reference Numbers (CRNs) or Block Codes to enrol. You will find these in the timetable below.

Competency Clusters	Description (Competencies delivered)	Class times	Enrolment Block Codes/CRNs
<b>Create User Documentation</b>  <b>TERM 4</b>	<ul style="list-style-type: none"> <li>INFT 460 Create user documentation (ICTICT301)</li> </ul>	<b>Online</b> <b>With optional Online Tutorial</b> <b>TUE 1600-1700</b> <b>Term 4 Only</b>	<b>73678</b>
<b>Sustainable Work Practices</b>  <b>TERM 3</b>	<ul style="list-style-type: none"> <li>ADMN 197 Implement and monitor environmentally sustainable work practices (BSBSUS401)</li> </ul>	<b>Online</b> <b>Online Tutorial</b> <b>TUE 1600-1700</b> <b>Term 3 Only</b>	<b>73688</b>

\* All Tutorials are optional for standard students; international students are required to attend all sessions.

CIT has two terms for each semester, but students should enrol at the beginning of semester for both **terms** (one semester), some classes will run for the full semester, and some will only run for either Term 3 or Term 4. Flexible classes will ask you to identify a start date, this is arbitrary and will determine when your 20 week or 10 week limit for completion will commence (see notes on flexible learning).

**In addition to those subjects listed above, full-time students must choose one elective stream** (either Networking, or Web/Applications). Each elective stream will lead to a different pathway for further studies. Students are required to choose one elective stream only. Elective stream subjects and class times are outlined on the following pages. ***Part-time students continuing at Cert III level in 2022 are advised to choose from classes identified on page 1, as you will be continuing studies in 2022 in the new program.***

**Competencies and Clusters:**

Some classes deliver training across several competencies due to a close relation in content. The ICT refers to classes as Clusters (or classes), that may include one or more competencies. When choosing a class time in a cluster with several competencies, you are enrolling for every competency listed in that cluster. Students should choose only one corresponding class time for each cluster by entering the CRN's or Block code corresponding to each class time.

**Full-time Students:**

Full time students should undertake all Core subjects, and **one** elective stream. Full-time students are able to complete the Certificate III in Information, Digital Media and Technology in one semester.

**Part-time Students:**

Part-time students may choose any number of classes. However, the training package is changing next year, which will mean changes to the program structure. ***If you are seeking to continue studies in the Certificate III program in 2021, see information on elearn in the ICT Student Lounge.***

**Elective competencies: students must select one of the following two Streams to complete the Certificate III**

**Infrastructure/Networking Stream**

Competency Clusters	Description (Competencies delivered)	Class times	Enrolment Block Codes/CRNs
Networking Essentials	<ul style="list-style-type: none"> <li>INFT 204 Install and manage network protocols (ICTNWK305)</li> <li>INFT 191 Determine and action network problems (ICTNWK302)</li> <li>INFT 836 Install and configure a small office home office network (ICTSAS307)</li> </ul>	TUE 1800-2100 D204	NETWORKF1
		WED 0900-1200 D204	NETWORKF3
		TUE 0900-1200 D204	NETWORKF2
Network Operating Systems	<ul style="list-style-type: none"> <li>INFT 187 Configure and administer a network operating system (ICTNWK303)</li> <li>INFT 198 Provide basic system administration (ICTSAS304)</li> <li>INFT 199 Provide network systems administration (ICTNWK301)</li> </ul>	WED 1400-1700 D203	NOS1
		THU 1300-1600 Room: D211	NOS2
		THU 1800-2100 D203	NOS3
Hardware Basics  Labs  PLUS  Lecture Below	<ul style="list-style-type: none"> <li>COMP 148 Administer network peripherals (ICTNWK304)</li> <li>INFT 189 Connect internal hardware components (ICTICT303)</li> <li>INFT 471 Care for computer hardware (ICTSAS303)</li> </ul>	WED 1000-1200 Room: D223	HARDWAREB1
		WED 1000-1200 Room: D108	HARDWAREB2
		TUE 1400-1600 Room: D108	HARDWAREB4
Hardware Basics  Lecture	<ul style="list-style-type: none"> <li>ON-LINE LECTURE FOR ABOVE UNITS (NO CRNS), ENGAGE WITH WEEKLY LECTURE AT EITHER TIME VIA ELEARN A</li> </ul>	MON 1000-1200	

Students enrolling into Hardware Basics attend select one lab time and enrol using the corresponding BlockCode for the Semester. All hardware basics students also need to undertake the Friday on-line lecture each week (online lectures are available through elearn under the Hardware Basics listing, lectures do not require any CRNs).

## Web Development/Applications Stream

Competency Clusters	Description (Competencies delivered)	Class times	Enrolment Block Codes/CRNs
Designing for the Web	<ul style="list-style-type: none"> <li>INFT 822 Produce digital images for the web (ICTWEB303)</li> <li>MEDA 373 Create visual design components (CUADIG304)</li> </ul>	WED 1000-1200 Room: D232	DESIGNWEB
Creating Websites	<ul style="list-style-type: none"> <li>INFT 825 Design simple web page layouts (ICTWEB414)</li> <li>INFT 821 Build simple websites using commercial programs (ICTWEB302)</li> </ul>	THU 1400-1700 D124	WEBCREATN
Programming Concepts	<ul style="list-style-type: none"> <li>INFT 776 Apply introductory programming techniques (ICTPRG301)</li> </ul>	MON 1300-1500 Room: D137	73693
Social Media Tools	<ul style="list-style-type: none"> <li>INFT 819 Use social media web tools for collaboration and engagement (ICTWEB201)</li> </ul>	FLEX (Students Advised to seek Core Time Teacher Interview)	Reid: 73730 Tuggeranong: 73726 Gungahlin: 73731
Review and Maintain a Website Term 2	<ul style="list-style-type: none"> <li>EBUS 110 Review and maintain a website (BSBEBU401)</li> </ul>	Online With optional Online Tute FRI 1230-1330 Term 4 Only	73708
Database Essentials	<ul style="list-style-type: none"> <li>COMP 387 Use simple relational databases (BSBITU311)</li> </ul>	FLEX (Students Advised to seek Core Time Teacher Interview)	Reid: 73629 Tuggeranong: 73628 Gungahlin: 73631
System Software Changes	<ul style="list-style-type: none"> <li>INFT 366 ICTICT304 Implement system software changes (ICTICT304)</li> </ul>	FLEX (Students Advised to seek Core Time Teacher Interview)	Reid: 73681 Tuggeranong: 73679 Gungahlin: 73684

### FLEX: Flexible delivery – [https://cit.edu.au/study/flexible\\_learning](https://cit.edu.au/study/flexible_learning)

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**Term and Semester Dates 2021**

<b>Semester 1</b>		<b>Semester 2</b>	
<b>Term 1</b>	Monday, 08 February 2021 - Thursday, 1 April 2021	<b>Term 3</b>	Monday, 26 July 2021 - Friday, 24 September 2021
<b>Term 2</b>	Monday, 19 April 2021 - Friday, 18 June 2021	<b>Term 4</b>	Monday, 11 October 2021 - Friday, 03 December 2021

## Term 3 Timetable

### C3-BD33 Certificate III in Information, Digital Media and Technology ICT30118 (Networking full-time option 1) At a Glance (Full)

**BLOCKCODE ALL CLASSES: C3NETWFT1**

	Monday	Tuesday	Wednesday	Thursday	Friday
0900-0930		<b>Networking Essentials</b> <b>NETWORKF2</b> <b>TUE 0900-1200</b> <b>D204</b>		<b>Operating Systems Basics</b> <b>OPSYSBAS3</b> <b>THU 0930-1200</b> <b>ONLINE/D203</b>	
0930-1000					
1000-1030	<b>Hardware Basics Lecture</b> <b>MON 1000-1200</b> <b>On-line</b>		<b>Hardware Basics LAB</b> <b>HARDWAREB1/HARDWAREB2</b> <b>Wed 1000-1200</b> <b>Room: (B1) D223</b> <b>Room: (B2) D108</b>		
1030-1100					
1100-1130					
1130-1200					
1200-1230					
1230-1300					
1300-1330				<b>Network Operating Systems</b> <b>NOS2</b> <b>THU 1300-1600</b> <b>Room: D211</b>	
1330-1400					
1400-1430			<b>WHS Comm &amp; Consult</b> <b>74158</b> <b>WED 1400-1600</b> <b>Room: D232</b>		
1430-1500	<b>Communicate Information</b> <b>73670</b> <b>Mon 1430-1630</b> <b>Room: D232</b> <b>Term 3 Only</b>				
1500-1530					
1530-1600					
1600-1630		<b>Sustainable Wrk 73688</b> <b>TUE 1600-1700 OL Tute</b>			
1630-1700					
1700-1730					
1730-1800					

CIT has two terms for each semester, but students should enrol at the beginning of semester for both **terms** (one semester), some classes will run for the full semester, and some will only run for either Term 3 or Term 4. Flexible classes will ask you to identify a start date, this is arbitrary and will determine when your 20 week or 10 week limit for completion will commence (see notes on flexible learning).

The block code in **red** under the **page heading** will enrol you into all classes under the relevant FT option. Part-time students should choose Block Codes/Crn's relevant to classes of choice, these are indicated in each relevant timeslot.

## Term 4 Timetable

### C3-BD33 Certificate III in Information, Digital Media and Technology ICT30118 (Networking full-time option 1) At a Glance

**BLOCKCODE ALL CLASSES: C3NETWFT1**

	Monday	Tuesday	Wednesday	Thursday	Friday
0900-0930		<b>Networking Essentials</b> <b>NETWORKF2</b> <b>THU 0900-1200</b> <b>D204</b>		<b>Operating Systems Basics</b> <b>OPSYSBAS3</b> <b>THU 0930-1200</b> <b>ONLINE/D203</b>	
0930-1000					
1000-1030	<b>Hardware Basics Lecture</b> <b>Mon 1000-1200</b> <b>On-line</b>		<b>Hardware Basics LAB</b> <b>HARDWAREB1/HARDWAREB2</b> <b>Wed 1000-1200</b> <b>Room: (B1) D108</b> <b>Room: (B2) D223</b>		
1030-1100					
1100-1130					
1130-1200					
1200-1230					
1230-1300					
1300-1330				<b>Network Operating Systems</b> <b>NOS2</b> <b>THU 1300-1600</b> <b>Room: D211</b>	
1330-1400					
1400-1430		<b>WHS Comm &amp; Consult</b> <b>74158</b> <b>WED 1400-1600</b> <b>Room: D232</b>			
1430-1500					
1500-1530					
1530-1600					
1600-1630		<b>User Document 73678</b> <b>TUE 1600-1700 OL Tute</b>			
1630-1700					
1700-1730					
1730-1800					

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## Term 3 Timetable

### C3-BD33 Certificate III in Information, Digital Media and Technology ICT30118 (Networking full-time option 2) At a Glance

**BLOCKCODE ALL CLASSES: C3NETWFT2**

	Monday	Tuesday	Wednesday	Thursday	Friday	
0900-0930			<b>Networking Essentials</b> <b>NETWORKF3</b> <b>WED 0900-1200</b> <b>D204</b>			
0930-1000		<b>Operating Systems Basics</b> <b>OPSYSBAS1</b> <b>TUE 0930-1200</b> <b>Online/D203</b>				
1000-1030	<b>Hardware Basics Lecture</b> <b>Mon 1000-1200</b> <b>On-line</b>					
1030-1100						
1100-1130						
1130-1200						
1200-1230						
1230-1300						
1300-1330						
1330-1400						
1400-1430		<b>Hardware Basics LAB</b> <b>HARDWAREB4</b> <b>TUE 1400-1600</b> <b>Room: D108</b>	<b>Network Operating Systems</b> <b>NOS1</b> <b>WED 1400-1700</b> <b>D203</b>	<b>WHS Comm &amp; Consult</b> <b>74160</b> <b>THU 1400-1600</b> <b>Room: D232</b>		
1430-1500						
1500-1530						
1530-1600						
1600-1630					<b>Sustainable Wrk 73688</b> <b>TUE 1600-1700 OL Tute</b>	
1630-1700						
1700-1730						
1730-1800						

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## Term 4 Timetable

### C3-BD33 Certificate III in Information, Digital Media and Technology ICT30118 (Networking full-time option 2) At a Glance

**BLOCKCODE ALL CLASSES: C3NETWFT2**

	Monday	Tuesday	Wednesday	Thursday	Friday	
0900-0930			<b>Networking Essentials</b> <b>NETWORKF3</b> <b>WED 0900-1200</b> <b>D204</b>			
0930-1000		<b>Operating Systems Basics</b> <b>OPSYBAS1</b> <b>TUE 0930-1200</b> <b>Online/D203</b>				
1000-1030	<b>Hardware Basics Lecture</b> <b>Mon 1000-1200</b> <b>On-line</b>					
1030-1100						
1100-1130						
1130-1200						
1200-1230						
1230-1300						
1300-1330						
1330-1400						
1400-1430		<b>Hardware Basics LAB</b> <b>HARDWAREB4</b> <b>TUE 1400-1600</b> <b>Room: D108</b>	<b>Network Operating Systems</b> <b>NOS1</b> <b>WED 1400-1700</b> <b>D203</b>	<b>WHS Comm &amp; Consult</b> <b>74160</b> <b>THU 1400-1600</b> <b>Room: D232</b>		
1430-1500	<b>Communicate Information</b> <b>73674</b> <b>Mon 1430-1630</b> <b>Room: D232</b> <b>Term 4 Only</b>					
1500-1530						
1530-1600						
1600-1630		<b>User Documentation 73678</b> <b>TUE 1600-1700 OL Tute</b>				
1630-1700						
1700-1730						
1730-1800						

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## Term 3 Timetable

### C3-BD33 Certificate III in Information, Digital Media and Technology ICT30118 (Applications full-time option 1) At a Glance

**BLOCKCODE ALL CLASSES: C3APPSFT1**

	Monday	Tuesday	Wednesday	Thursday	Friday
0900-0930					
0930-1000					
1000-1030		<b>Communicate Information</b> <b>73671</b> Tue 1000-1200 Online Tutorial Term 3 Only	<b>Designing for the Web</b> DESIGNWEB Semester Based WED 1000-1200 Room: D232		
1030-1100					
1100-1130					
1130-1200					
1200-1230					
1230-1300					
1300-1330	<b>Programming Concepts</b> 73693 Semester Based MON 1300-1500 Room: D137	<b>Operating Systems Basics</b> OPSYSBAS2 Semester Based TUE 1330-1600 Online Tutorial/D203	<b>WHS Comm &amp; Consult</b> 74158 WED 1400-1600 Room: D232	<b>Creating Websites</b> WEBCREATN Semester Based THU 1400-1700 D124	
1330-1400					
1400-1430					
1430-1500					
1500-1530					
1530-1600					
1600-1630		<b>Sustainable Wrk Prac 73688</b> TUE 1600-1700 OL Tute			
1630-1700					
1700-1730					
1730-1800					

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## Term 4 Timetable

### C3-BD33 Certificate III in Information, Digital Media and Technology ICT30118 (Applications full-time option 1) At a Glance

**BLOCKCODE ALL CLASSES: C3APPSFT1**

	Monday	Tuesday	Wednesday	Thursday	Friday
0900-0930					
0930-1000					
1000-1030			Designing for the Web DESIGNWEB Semester Based WED 1000-1200 Room: D232		
1030-1100					
1100-1130					
1130-1200					
1200-1230					
1230-1300					Rev & Maintain WS 73708 FRI 1230-1330 Opt OL Tute
1300-1330	Programming Concepts 73693 Semester Based MON 1300-1500 Room: D137				
1330-1400		Operating Systems Basics OPSYSBAS2 Semester Based TUE 1330-1600 Online Tutorial/D203			
1400-1430			WHS Comm & Consult 74158 WED 1400-1600 Room: D232	Creating Websites WEBCREATN Semester Based THU 1400-1700 Room: D124	
1430-1500					
1500-1530					
1530-1600					
1600-1630		User Documentation 73678 TUE 1600-1700 OL Tute			
1630-1700					
1700-1730					
1730-1800					

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