

Computer Certificate III in IT

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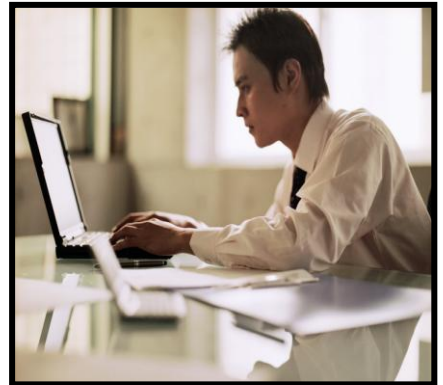
Certificate III in Information Technology – ICA30105

This qualification will give employers a degree of confidence in an individual's technical skills in the workplace as it has a strong suite of 6 common core IT units, building on the prerequisite knowledge and skills from the Certificate II in Information Technology core units.

This qualification is from the Information and Communications Technology Training Package and provides the skills and knowledge for an individual to be competent in introductory IT technical and software functions. It is designed to support information activities in the workplace and to achieve a degree of self sufficiency with more advanced IT software, trouble- shooting skills and hardware usage.

Who is the course aimed at?

Individuals who are intending to gain employment or advancement in a job role that requires IT skills and knowledge. The course is ideal for people who want/need a more confident, holistic, in-depth understanding in IT functions such as networks, systems administration, troubleshooting, help desk, maintenance and general advanced features of the application software – for the office.



Certificate III in Information Technology

- The ICA30105 Certificate III in IT is comprised of 16 units
- Competencies are required in all 16 units
- The speciality stream selected is Networking.

6 Common Units	
ICAD3218B	Create user documentation
ICAD3020B	Install and optimise operating system software
ICAS3031B	Provide advice to clients
ICAS324B	Care for computer hardware
ICAT3025B	Run standard diagnostic tests
ICAU3004B	Apply occupational health and safety procedures
6 Networking Units	
ICAI3101B	Install and manage network protocols
ICAS3024B	Provide basic system administration
ICAS3032B	Provide network systems administration
ICAS3034B	Determine and action network problems
ICAS3120C	Configure and administer a network operating system
ICAS3121B	Administer network peripherals
4 Electives	
ICAI3110C	Implement system software changes
ICAS3115B	Maintain equipment and software in working order
ICAI4097B	Install and configure a network
ICAS4108B	Complete database back-up and recovery



Duration

Hours – 9.30 to 4.30pm x 4 weeks(4 days pw) classroom sessions.
Allow extra hours for practice sessions, assignments, assessments and review.
Some subjects can be reviewed online 24/7 days per week.
Nominal hours 370

Recognition of Prior Learning

Recognition of Prior Learning is available to those who have demonstrable competency and relevant experience in Information Technology area and/or other relevant qualifications for part or the whole of this qualification.

Prerequisites

The following units are prerequisites for this qualification as they contain the basic fundamentals of IT knowledge and skills for all the qualifications at Certificate III in IT and above. Maxis Solutions we provide Certificate II in IT training in readiness for the Certificate III in IT units. These extra units will be covered under the PPP Cert III in IT funding. FREE. A Certificate will be issued for these subjects.

BSBCMN106A	Follow workplace safety procedures	ICAU2006A	Operate packages
ICAD2012A	Design documents using computer packages	ICAW2002A	Communicate in the workplace
ICAU1128A	Operate a personal computer	ICAU2005A	Operate computer hardware
ICAW2001A	Work effectively in an IT environment	ICAU2231A	Use computer operating system
ICAU2013A	Integrate commercial computing packages		

Productivity Places Program is an Australian Government Initiative, funded by the department of Education, Employment and Workplace Relations (DEEWR): www.productivityplacements.deewr.gov.au

Check with your JobNetwork consultant first. They need to refer you to this course.

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Near Centrelink – opposite Westfield's Shopping Centre maxis@eftel.com.au