

Certificate II in Information Technology – ICA20105

This qualification provides the foundation IT skills and knowledge for an individual to be an effective IT user or employee. The qualification provides IT knowledge and skills which is pivotal for all other IT qualifications in today's world of technology. The 8 core units contain the basic IT skills and knowledge required for effective entry into Certificate III in IT and upwards. The qualification introduces OH&S and soft skills such as communication and working effectively in and IT department. Both individuals and organisations will benefit from the program as the skills and knowledge can be directly applicable to the workplace.



Who is the course aimed at?

The course is designed for individuals who are intending to gain employment or advancement in a job role that requires this qualification could equip an individual to undertake roles such as office assistant or to work in records management at a junior level, office administration, call centre, secretarial, banking services, warehouse roles where computer usage is required even managing your own business.



Content

The qualification is competency based and is gained by providing evidence of competency in the units. Participants carry out assessment projects directly related to the workplace and can create immediate benefits for the organisation. Participants are provided with learning and assessment guides to lead them through the program and complete workplace based assignments.



Certificate II in Information Technology

The ICA20105 Certificate II IT comprises of fourteen (14) units. Competencies are required in all 14 units. The course can be adapted to suit an industry or employer requirements.

Specialists Units

Core Units (8)

ICAW2001A	Work effectively in an IT environment
ICAW2002A	Communicate in the workplace
BSBCMN106A	Follow workplace safety procedures
ICAU2005A	Operate computer hardware
ICAU2231A	Use computer operating system
ICAU2006A	Operate computing packages – Word, Excel, PowerPoint, Email
ICAD2012A	Design organisational documents using computing packages
ICAU2013A	Integrate commercial computing packages

Elective Units (6)

ICAS2009A	Interact with Clients
ICPMM26A	Access and Use the Internet
ICAU1128A	Operate a Personal Computer (Win XP)
ICAD2003A	Receive and Process Oral and Written Communication
ICAS2014A	Connect Hardware Peripherals
ICPMM32A	Capture a Digital Image



Duration

This program is trainer-led, classroom based and is held at Maxis Solution, Chatswood. This program can also be delivered part-time and distant via correspondence or on-line. Time – 20 days - check schedule with Maxis Solutions on 9410 1880. Allow extra time to complete assignment and assessment time. Nominal hours - 270. Microsoft Office training can also be reviewed online.

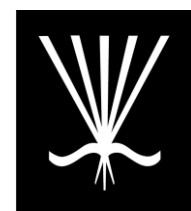
Recognition of Prior Learning

Recognition of Prior Learning is available to those who have demonstrable competency and relevant experience in the frontline management area and/or other relevant qualifications for part or the whole of this Qualification. Please contact us for RPL/RCC Application form. Statements of Attainment can be issued for individual Units.

Fees

Certificate II in IT - \$1600 + 165 for manuals

Participants are provided with learning and assessment guides, facilitator assistance, competency assessments and the issuance of qualification upon successful completion.



NSW Vocational
Education & Training
Accreditation Board

