



ICA20105 Certificate II in Information Technology

Qualification: Certificate II

**Training Package: ICA05 Information and Communication
Technology**

TAFE NSW Course No: 19001

This course provides the foundation skills for people entering various areas of the information technology industry. It covers the basic setting up and use of computer hardware and a range of application software selected from word processing, spreadsheet, and database and presentation graphics.

Career Opportunities/Vocational Outcomes: This course is for individuals who wish to become competent in basic setting up and communications technology skills. On completion of this course you will have developed the skills needed for an office assistant or similar role.

Articulation: This course provides a natural progression into ICA30105 Certificate III in Information Technology or a certificate IV level qualification in Information Technology.

Entry Requirements: NSW School Certificate (or equivalent). Where appropriate, you may gain recognition for your prior skills. Please discuss your options with staff.

Course Structure: This course is available full-time through face-to-face classroom delivery for 18 weeks, 9.00 am – 3.30 pm. There is also an option to fully complete this course online over 18 – 36 weeks. Students are supported through an initial online orientation program with ongoing email and phone support from staff.

The course include one (1) foundation unit, eight (8) common core units and six (6) elective units. There will be some choice available with elective units and student may choose to do additional units. The units are listed over the page.

All information is accurate at time of printing. Course commencement is subject to sufficient resources and demand. For the most up-to-date information on course content; attendance modes; fees, concessions, refunds and exemptions; recognition of prior learning and credit transfer options; student support services including literacy and numeracy support and welfare services; student rights and responsibilities; appeals and complaints process and Department of Education and Training Code of Conduct visit the Institute website or ring 131601.



Semester 2, 2009

Campus: Port Macquarie
Widderson Street,
Port Macquarie NSW 2444

To apply

North Coast Institute application form by 29 May 2009. Late applications will be accepted.

Information & enrolment

session: Tuesday 30 June 2009,
1.00 pm to 6.00 pm, Room
GG18/19.

Start Date: Wed 22 July 2009

Attendance: Wednesdays to
Fridays, 9.00 am – 3.30 pm,
full-time, part-time or online over
12 – 18 months.

Cost: TAFE Fee \$214 per
Semester (some people may be
eligible for a concession fee).

Resource fee: \$35 for one
semester

**These fees can be paid using
EFTPOS, Visa, MasterCard, cheque
or money order only.**

**Contact and more
information:**

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NCI-090501 2/7/2009



www.nci.tafensw.edu.au

Units towards completion:

Group 1: Foundation Units: All units must be completed

ICAU1128B Operate a personal computer

Group 2: Common Core Units: All units must be completed

BSBCMN106B Follow workplace safety procedures
ICAD2012B Design organisational documents using computing packages
ICAU2005B Operate computer hardware
ICAU2006B Operate computing packages
ICAU2013B Integrate commercial computing packages
ICAU2231B Use computer operating system
ICAW2001B Work effectively in an IT environment
ICAW2002B Communicate in the workplace

PLUS a minimum of **6 elective units**, which may be selected from the following units, are required to complete the course requirements.

ICAD2003B Receive and process oral and written communication
ICAI2015B Install software applications
ICAS2008B Maintain inventories for equipment, software and documentation
ICAS2009B Interact with clients
ICAS2014B Connect hardware peripherals
ICAS2016B Record client support requirements
ICAS2017B Maintain system integrity
ICAS2243B Detect and protect from spam and destructive software
ICAU2007B Maintain equipment and consumables
ICPMM263B Access and use the Internet

