



## ICA10105 Certificate I in Information Technology

**Qualification: Certificate I**  
**Training Package: ICA05 Information and Communication  
Technology**  
*TAFE NSW Course No: 19000*

On completion of this course, you should have an introductory knowledge of computer hardware, computer systems, computer software and current applications of computer technology. It will allow you to make informed decisions about computer software and hardware required for given tasks. In addition it will enable you to make decisions about possible career pathways in information technology.

This course also provides knowledge and skills required to work within the IT industry. This is an IT literacy course designed for 'first time computer users' as well as attracting new people into IT courses.

**Career Opportunities/Vocational Outcomes:** Provide basic support to an office assistant or equivalent at a junior level.

**Articulation:** When you finish this course you can apply for advanced standing in ICA20105 Certificate II in Information Technology, *TAFE course number. 19001* and will be given credit for Certificate I units which are included in Certificates II and III level qualifications.

**Entry Requirements:** There are no formal educational requirements for this course. This course was developed in response to an identified need for workers in fields other than the computer industry to achieve basic-level skills in information technology.

### Units towards completion:

**Common Core units** - All units must be completed

ICAU1128A	Operate a personal computer
ICAU1129A	Operate a word processing application
ICAU1133A	Send and retrieve information using web browsers and email

*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, 2008

**Campus:** Port Macquarie  
Widderson Street,  
Port Macquarie NSW 2444

### To apply

**North Coast Institute application form by 30 May 2008. Late applications will be accepted.**

**Start Date:** Thursday 24 July 2008

**Attendance:** Part-time evening, Thursdays, 5.00 pm – 9.00 pm for 18 weeks.

**Cost:** *TAFE Fee* \$209 for Semester 2 (some people may be eligible for a concession fee).

*Resource fee:* \$30

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

### Contact and more information:

Steve Cutmore  
Head Teacher  
Information Technology  
p: 02 6581 6220  
e: [steve.cutmore@tafensw.edu.au](mailto:steve.cutmore@tafensw.edu.au)

Sharyn Templeman  
Information Technology  
p: 6581 6316  
e: [sharyn.templeman@tafensw.edu.au](mailto:sharyn.templeman@tafensw.edu.au)

Customer Service Centre  
p: 131601  
e: [nci.courseinfo@tafensw.edu.au](mailto:nci.courseinfo@tafensw.edu.au)

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[www.nci.tafensw.edu.au](http://www.nci.tafensw.edu.au)

**Plus a minimum of 3 elective units**, which may be selected from the following units:

BSBCM106A	Follow workplace safety procedures
ICAS1193A	Connect a workstation to the internet
ICAS2014A	Connect hardware peripherals
ICAS2017A	Maintain system integrity
ICAS2243A	Detect and protect from spam and destructive software
ICAU1130A	Operate a spreadsheet application
ICAU1132A	Operate a presentation package
ICAU1204A	Locate and use relevant online information
ICAU2007A	Maintain equipment and consumables

