



Course List for Information Technology Port Macquarie Campus

Semester 1, 2008

FULL TIME COURSES

19001 – Certificate II in IT (ICA20105)

Entry Requirements: NSW School Certificate or equivalent.

This qualification provides the foundation ICT skills and knowledge for an individual to be an effective ICT user or employee. The qualification introduces OH&S and soft skills such as communication as part of the eight core units. A number of electives provide effective entry into the Certificate III in IT. It is possible to achieve this qualification during the final years of secondary school education subject to the demonstration of competency to a standard expected in the workplace. Also offered through flexible delivery online or combination of classroom attendance and online.

19003 – Certificate III in IT (Network Administration) (ICA30105)

Entry Requirements: NSW School Certificate or equivalent.

This course develops skills in the administration and maintenance of the user environment for a computer network. There are several vendor courses that may be integrated in this qualification. This stream may provide for natural progression into several Certificate IV in IT qualifications including Networking, Help Desk or Websites. Career opportunities: Network Administrator.

19004 – Certificate III in IT (Support) (ICA30105)

Entry Requirements: NSW School Certificate or equivalent.

This course provides skills in the basic use of a range of technologies to provide first level diagnostic support to ICT users. This stream may provide for natural progression into several Certificate IV in IT qualifications, including Support or Websites. Career opportunities: Computer Operator, ICT Client Support, Maintenance Technician, PC Support.

19005 – Certificate IV in IT (Support) (Help Desk) (ICA40205)

This course provides the skills and knowledge for an individual to be competent in providing technical, client or product support and help desk activities that require a level of ICT technical expertise. The course has a strong ICT base with the potential for inclusion of a range of broader support, business and database units to suit particular needs.

19007 – Certificate IV in IT (Websites) specialising in Design (ICA40305)

Entry Requirements: NSW School Certificate or equivalent.

This qualification provides the skills and knowledge for you to be competent in website design either as an independent ICT specialist or as part of a team. You learn about designing and constructing web pages to create the look and feel of a site. Designers make use of graphical knowledge, creative flair and ability to put down an image, layout and design skills, and technical knowledge of hardware, software and specific web languages. Career opportunities: Website Designer, Website Manager, ISP Support Coordinator.

19011 – Certificate IV in IT (Multimedia) (ICA40805)

Entry Requirements: NSW School Certificate or equivalent.

This qualification provides you with the skills and knowledge to be competent in designing, developing and utilizing basic multimedia briefs either as an independent ICT specialist or as a member of a team. Career opportunities: Audio/Video Engineer, Multimedia Designer, Digital Media Specialist, Animator.

Campus:

Port Macquarie
Widderson Street
PORT MACQUARIE
NSW 2444

To enrol

North Coast Institute
applications
Start Monday 6 August 2007
Close Friday 26 October 2007

Late applications will be accepted.

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19015 – Diploma of IT (Systems Administration)

Entry Requirements: NSW School Certificate or equivalent.

This qualification provides the skills and knowledge for an individual to be competent in the management and maintenance of systems. It includes high end development and integrative competencies and delivers the competence to effectively manage and maintain complex ICT systems. Graduates would be expected to carry out tasks such as determine the business needs of clients and implement appropriate systems for installing, testing, securing and maintaining IT systems. They would be expected to maintain and guide work teams and to project manage systems.

PART TIME COURSES

19000 – Certificate I in IT (ICA10105)

Entry Requirements: No formal educational requirements.

This qualification provides the skills and knowledge for an individual to function at a basic level of ICT competency in the contemporary information society. You will be able to undertake basic ICT functions using a personal computer and to engage in fundamental online activities.

3666 - Statement of Attainment in Information Technology

Entry Requirements: No formal educational requirements.

These courses are general purpose courses to provide a mechanism for a flexible, local and timely response and delivery of specific "short course" training in Information Technology for industry and the community. These short courses are run in the following areas:

Computers for Beginners

Duration: 12 weeks

For those just starting with computers this course is just what you need. No experience is required. You will cover topics on understanding your computer, file management, Word processing, using the Internet and email.

Short Courses

Statement of Attainment in Information Technology

- Introduction to Web design 3hrs x 12 weeks
- Introduction to Excel spreadsheets
- Introduction to Word processing
- Introduction to Access database
- Advanced Excel
- Advanced Word
- Advanced Access

Customised Training for Business

We can provide specific training to any organisation which is customised to suit your business needs. Training can be provided in your work environment or at TAFE during the day, evening or at weekends.

Traineeships and Existing Worker Traineeships

If you are an employer and need computing support in your business why not consider a traineeship? An ideal solution for employees performing an Information Technology role. Qualifications range from a Certificate II level to an Advanced Diploma in Information Technology. Enquire today to receive an information package.

For more information contact the



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