



# COURSE CONTENT

<b>National Qualification Code:</b>	ICA10105
<b>Length of Qualification:</b>	145 - 180 hrs
<b>Qualification Name:</b>	Certificate I in Information Technology

## What is this qualification about?

(To attain the Certificate I in Information Technology 6 units must be achieved: 3 core units; plus 3 elective units reaching a min. of 145 nominal hours)

## Pre-requisites:

- There are no specific entry requirements for this qualification.

## You will be studying the following Units of Competency:

<b>Core Units</b>		<b>Hours</b>
ICAU1128B	Operate a personal computer	30
ICAU1129B	Operate a word processing application (MS Word)	30
ICAU1133B	Send and retrieve information using web browsers and e-mail (MS Internet Explorer and MS Outlook)	25
	<i>Total</i>	<i>85</i>
<b>Elective Units</b>		
ICAS2014B	Connect hardware peripherals	20
ICAU1130B	Operate a spreadsheet application (MS Excel)	30
ICAU1132B	Operate a presentation package (MS PowerPoint)	25
ICAU1131B	Operate a database application (MS Access)	40
ICAU2005B	Operate computer hardware	20
ICAU1204B	Locate and use relevant online information (MS Internet Explorer)	20

## Skills achieved in this qualification:

The Certificate I in Information Technology enables you to undertake basic ICT (Information and Computer Technology) functions using a personal computer and engaging in basic online activities. It could be described as "Basic ICT literacy".

## Recognition of Prior Learning (RPL) and Credit Transfer (CT):

CAT recognises that some Learners may already have good technical and other skills and therefore may not have to re-learn something you already know. If this is the case, speak to your lecturer about applying for RPL. You can also apply for a Credit Transfer if you have completed all or part of a similar course.

## Opportunities:

This course provides a pathway into the Certificate II in Information Technology. The unit ICAU1128B Operate a personal computer is a prerequisite for a number of Certificate II units.