

# COURSE CONTENT

<b>National Qualification Code:</b>	ICA20105
<b>Length of Qualification:</b>	280 - 310 hrs
<b>Qualification Name:</b>	Certificate II in Information Technology

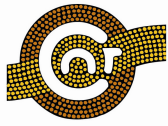
## What is this qualification about?

### In the Certificate II in Information Technology you will be studying the following Units of Competency:

The fourteen units of competency cover:

1. The **eight Core Units** which provide a range of general ICT skills together with specific skills required to integrate and use a variety of computing packages. These units will be delivered first
2. **Six Elective Units** chosen by the majority of learners in a particular program, that in the opinion of the trainer will best meet the various learners' particular learning goals

<b>Core Units</b>		<b>Hours</b>
• BSBCM106A	Follow workplace safety procedures	10
• ICAD2012B	Design organisational documents using computer packages (MS Office)	40
• ICAU2005B	Operate computer hardware	20
• ICAU2006B	Operate computing packages	60
• ICAU2013B	Integrate commercial computing packages	30
• ICAU2231B	Use computer operating system (Windows XP Professional)	20
• ICAW2001B	Work effectively in an IT environment	20
• ICAW2002B	Communicate in the workplace	20
<i>Total</i>		<i>220</i>
<b>Electives</b>		
• ICAI2015B	Install software applications	20
• ICAD2003B	Receive and process oral and written communication	20
• ICAU1128B	Operate a personal computer	30
• ICPMM321B	Capture a digital image	40
• ICAS2010B	Apply problem-solving techniques to routine malfunctions	20
• ICAS2014A	Connect hardware peripherals	20
• ICAS3115B	Maintain equipment and software in working order	20
• ICAU2007B	Maintain equipment and consumables	20



**Skills achieved in this qualification:**

This course provides you with the skills and knowledge to be an effective ICT (Information and Communications Technology) user or employee. The qualification has a fundamental ICT knowledge and skills base which is pivotal for all other qualifications in ICA05. The eight core units contain the basic ICT skills and knowledge required for effective entry into all ICA05 qualifications from Certificate III upwards.

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

CAT recognizes 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 Certificate III in Information Technology. The units:

- BSBCM106B Follow workplace safety procedures
- ICAD2012B Design organisational documents using computer packages
- ICAU1128B Operate a personal computer
- ICAU2005B Operate computer hardware
- ICAW2002B Communicate in the workplace
- ICAU2013B Integrate commercial computing packages
- ICAU2231B Use computer operating system
- ICAW2001B Work effectively in an IT environment
- ICAU2006B Operate computing packages

are prerequisites for the Certificate III in Information Technology.