

employment
training

business services youth
disability



Certificate II in Information Technology

National Course Code ICA20105

Qualification Overview

Certificate II in Information Technology provides the foundation ICT skills and knowledge for an individual to be an effective ICT user or employee. The qualification has a fundamental ICT knowledge and skills base which is pivotal for all other qualifications in ICA05. 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.

Entry Requirements

The following prerequisite is completed on the first day of the course:

- ICAU1128B Operate a personal computer

Course Content

Certificate II in Information Technology requires eight core units and six elective units of competency to be successfully completed.

Core Units

- ICAU2006B Operate computing packages
- BSBCMN106A Follow workplace safety procedures
- ICAW2001B Work effectively in an IT environment
- ICAD2012B Design organisational documents using computing packages
- ICAW2002B Communicate in the workplace
- ICAU2231B Use computer operating system
- ICAU2005B Operate computer hardware
- ICAU2013B Integrate commercial computing packages

Elective Units*

- ICPMM263B Access and use the Internet
- ICAS2243B Detect and protect from Spam and destructive software
- ICAI2015B Install software applications
- ICPMM321B Capture a digital image
- ICAS3115B Maintain equipment and software in working order
- ICAS2014B Connect hardware peripherals

**Other units may be available to address specific workplace requirements upon negotiation.*

Mode and Length of Study

Certificate II in Information Technology is offered on a face to face basis or as an online course.

Recognition of Prior Learning (RPL)

Speak with our staff to determine if you are able to gain subject credits or exemptions. BEST Community Development will recognise Australian Qualifications Framework (AQF) qualifications and statements of attainment from other organisations.

Enquiries

For information regarding enrolment, fees or further course selection please contact our Training Department on 03 5329 1500 or email training@bestcd.org.au

www.bestcd.org.au

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