

Certificate II in Information Technology (ICA20105)

Who is this course for?

The course is especially designed for those who are interested in a future in Information Technology. Successful completion of this course can lead to futures careers as:

- Office Assistant
- Junior Records Manager

What will you learn in this course?

The course aims to give you the knowledge and skills required to work in most areas of working business environments. The qualification requires fourteen (14) units of competency.



CORE UNITS

BSBCM106A Follow workplace safety procedures

ICAD2012B Design organisational documents using computing packages

ICAU2005B Operate computer hardware

ICAU2006B Operate computing packages

ICAU2013B Integrate commercial computing packages

ICAU2231B Use computer operating system

ICAW2001B Work effectively in an IT environment

ICAW2002B Communicate in the workplace

ELECTIVE UNITS

Call us for more information about the Electives

Employability Skills Summaries for Training Package qualifications are embedded in training and assessment. Information on the Employability Skills relevant to your qualification can be obtained by visiting this website and keying in the national code for the qualification: <http://employabilityskills.training.com.au>

HB Training is a Registered Training Organisation delivering accredited training in Business, Retail, Financial Services, Information Technology and Training and Assessment.



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