

Kick start your career with a
**Certificate II in Information
Technology**

from the **Nationally Accredited Business Services Training Package**

RTO Provider Number: 320418



Qualification Summary

This course provides vital foundation skills for people entering the wide and diverse areas of information technology and systems it also provides an introductory level entry into general business employment. The course covers setting up and use of computing equipment with a range of applications software. Finishing this course enables you to be able to work in most offices using advanced office technologies. This course provides an excellent start to pathways into higher qualifications in I.T. and office administration. Those who successfully complete the course will gain a nationally recognised *Certificate II in Information Technology*

This Accredited Training is Free to eligible candidates who are 25 yrs or over, do not have a Year 12 (or equivalent) qualification or a Vocational Certificate II Qualification

Units include:

- BSBCMN106A Follow workplace safety procedures
- ICAD2012A Design organisational documents using computing packages
- ICAU2005A Operate computer hardware
- ICAU2006A Operate computer packages
- ICAU2013A Integrate commercial computing packages
- ICAU2231A Use computer operating system
- ICAW2001A Work effectively in an IT environment
- ICAW2002A Communicate in the workplace
- ICAD2003A Receive and process oral and written communication
- ICAS2009A Interact with Clients
- ICAS2014A Connect hardware peripherals
- ICPMM321A Capture a Digital Image
- ICAU1128A Operate a personal computer
- ICPMM263A Access and use the internet



**For further enquiries or register your interest,
please call our office on
(02) 8669 2300**

Training is funded through the Australian Skills Vouchers Programme. Australian Skills Vouchers is an Australian Government Initiative.

