

# Keyboard Concepts

Computer Software Training / On-Line Training / Database Design & Management / Unlimited Post Course Support

## CERTIFICATE II IN INFORMATION TECHNOLOGY ICA20105 Focusing on Business Applications

### Course Information

This course focuses on using Microsoft computer applications most used widely in the work place today and will provide you with a wide range of skills.

#### What will you achieve from this course?

The Certificate II in Information Technology equips you with comprehensive skills and knowledge to use computers in the workplace and also provides you with a sound understanding of computer concepts. You will also learn how to complete office tasks using computers and common Microsoft Office applications.

#### How long will the Course Take?

This course is competency based training. The structure for your training and the attendance required to achieve the qualification will be based on individual circumstances, 6-12 months as an indication.

#### Entry Requirements:

Sufficient literacy and numeracy skills and access to an internet connection and computer.

#### Career Opportunities:

- Data entry
- Office administration
- Reception duties

#### Course Units

Keyboard Concepts offer the following units. To achieve a Certificate II in Information Technology a total of FOURTEEN (14) units of competency must be completed.





## Unit Code      Unit of Competency

<b>BSBCMN106A</b>	Follow workplace safety procedures
<b>ICAD2012A</b>	Design organisational documents using computing packages
<b>ICAU2005A</b>	Operate computer hardware
<b>ICAU2231A</b>	Use computer operating system
<b>ICAU2006A</b>	Operate computing packages
<b>ICAU2013A</b>	Integrate commercial computing packages
<b>ICAW2001A</b>	Work effectively in an IT environment
<b>ICAW2002A</b>	Communicate in the workplace
<b>ICPMM32B</b>	Capture a digital image
<b>ICPMM263B</b>	Access and use the internet
<b>BSBITU201A</b>	Produce simple word processed documents
<b>BSBITU202A</b>	Create and use spreadsheets
<b>BSBADM307B</b>	Organise schedules
<b>BSBITU302A</b>	Create electronic presentations

## Skills Recognition

### Recognition of Prior Learning (RPL)

RPL is the acknowledgement of a person's skills and knowledge acquired through previous training, work or life experience which may be used as a credit towards Unit of Competency. Clients may be able to shorten the length of their chosen course by measuring skills acquired through work, life experiences or qualifications obtained from formal studies or training. Please contact a Keyboard Concepts representative for additional information.

AQF qualifications and statements of attainment issued by another registered training organisation will be recognised by Keyboard Concepts.

### Assessment

Assessment may be a combination of written and online assignments, tests, and practical application projects. Where applicable, clients can be assessed in the workplace.

**Cost:**      \$1500 + GST for all 14 modules and the Certificate II in Information Technology Certificate.  
\$130.00 per module



# KeyboardConcepts

**For further Information**  
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