



## Certificate III Information Technology (Applications)

### On-Line ICA 30105

#### Job opportunities

*Client support officer, customer liaison, help desk officer*

#### Features

- Flexible online program
- Enrol in one semester at a time
- \$35 material fee per semester

#### Semester 1 – Introduction to IT

*Units that cover workplace safety, basic PC use, communications and basic use of office application software*

BSBCMN106A	Follow workplace safety procedures
ICAU1128B	Operate a personal computer
ICAU2006B	Operate computing packages
ICAD2012B	Design organisational documents using computing packages
ICAU2013B	Integrate commercial computing packages
ICAW2001B	Work effectively in an IT environment
ICAW2002B	Communicate in the workplace

#### Semester 2 – Hardware and Operating Systems

*Units that cover basic hardware and operating system use, installation, configuration and maintenance*

ICAU2005B	Operate computer hardware
ICAU2231B	Use computer operating systems
ICAU3004B	Apply occupational health and safety procedures
ICAS3234B	Care for computer hardware
ICAT3025B	Run standard diagnostic tests
ICAL3020B	Install and optimise operating system software
ICAI3110B	Implement system software changes
ICAU3019B	Migrate to new technology

#### Semester 3 – Advanced Office

*Units that cover advanced features of office application and production of client and user documentation*

ICAU3126B	Use advanced features of computer applications
ICAU3028B	Customise packaged software applications for clients
ICAD3218B	Create user documentation
ICAS3031B	Provide advice to clients

#### Semester 4 – Web and Scripting

*Units that cover web development and scripting technologies, tools and languages, problem solving and algorithm design techniques*

ICAB4135B	Create a simple mark up language document to specification
ICAB4169B	Use development software and IT tools to build a basic website
ICAB4225B	Automate processes
ICAB4137B	Produce basic client side script for dynamic web pages