

Community Partnerships @ Work 2010 Vocational Training Course

Information Technology – Cert 2 – “Top Up”

Part or Full Cert 2 in IT (ICA 20105)

This qualification provides foundation ICT skills & knowledge for an individual to be an effective ICT user or employee. It provides a skills base, which is pivotal for all other IT qualifications, & introduces OH&S & soft skills such as communication. Units from this qualification can be achieved during the final years of secondary school, subject to the demonstration of competency to a standard expected in the workplace.

Desired Attributes:	Must have a genuine interest in acquiring IT skills; good work ethics in class so as to allow all assessment to occur in class time.
Career Pathways:	Certificate 2, Certificate 3 streams (network, software, multimedia), Certificate 4, Diploma, Advanced Diploma – link to UniSA courses. Office assistant, junior level of Records Management. Refer to www.myfutures.edu.au for career pathway information
Location:	IT Suites, Noarlunga Campus, TAFE SA (the lower level at the eastern end of the TAFE campus ie: at the Noarlunga Community Hospital end of TAFE)
Duration:	Semester 1 or 2 (dates TBA)
Training Provider:	TAFESA (RTO 40161)
Times:	9.00 am – 12 noon & 1pm – 4pm
Approx Cost:	\$ 9.44/ nom hr plus \$5 for ID card (2008). (includes tuition, materials, SATAC) \$...../hr concession if top up accessible.
Work Placement:	We strongly recommend students undertake work placement to back up this course
Student Requirements:	Prerequisite: Must have passed Cert 1 IT, or TABS Test, or SACE Stage 1. Also a pass in (ICAU1128A Operate a personal computer – 15 hrs). Need to bring pencil and paper to each session. Bring own USB memory stick. If absent, the student must phone the IT Office on 8207 3947 to inform them of the absence.
Contact:	Lecturer: Bob Winter
Class restraints:	Minimum of 12 students – maximum of 16 per class or less if top-up

Units are dependant on a negotiated training plan, and may include:

Area	TAFE Subject	Code	Name	Nom Hrs	
Work practices \$755.20	2WPR	ICAW2002A	Communication in the workplace	20	Core
		BSBCM106A	Follow workplace safety procedures	20	Core
		ICAW2001A	Work effectively in an IT environment	20	Core
		ICAD2003A	Receive & process normal & written communication	20	elective
Compulsory \$566.40	2APPS1	ICAU2006A	Operate computer packages	60	core
Packages \$566.40	2APPS2	ICAD2012A	Design organisational documents using computer packages	40	core
		ICAU2013A	Integrate commercial computing packages	20	core
Installing software \$708.00	2FOP*	ICAI2015A	Maintain system integrity	20	elective
		ICAS2017A	Use a computer operate system	20	core
		ICAU2231A	Install software applications	20	elective
		ICAU1128A	Operate a personal computer	15	Pre-req
Applications \$566.40	2ATI	ICPMM263A	Access & use the internet	20	elective
		ICPMM21CA	Capture a digital image	40	Elective
Building computers \$660.80	2FHW	ICAU2005A	Connect hardware peripherals	40	elective
		ICAS2014A	Operate computer hardware	30	core
Total Hours (..... SACE Units)					

NB: students can claim RPL for units previously assessed by submitting a statement of achievement result form, and the course cost will be reduced accordingly.

Any queries about this course, contact the Program Co-ordinator on ph: 8326 4543 or mob: 0418 891 877

Details correct at 25 June 2010