

Certificate I in Information Technology

ICA10105

Sutherland Computer Services



General Information

Length of course: 170 hours – 17 weeks – 10 hours per week

Description:

This qualification provides the skills and knowledge for an individual to function at a basic level of ICT competency in the contemporary information society. It will enable a person to undertake basic ICT functions using a personal computer and to engage in fundamental online activities. It could be described as 'the community standard in ICT literacy' and may be wholly or partially used as an access and equity program. Its objective is to enable people to acquire basic ICT knowledge and skills at a fundamental or foundation level.

This is a relatively 'small' qualification with 6 units required to be completed, 3 of which are core. Electives can be chosen from both ICA05 and to a limited extent from another package. The 3 core units form a 'natural cluster' which could be used for particular ICT literacy purposes including government ICT engagement programs, as a supplement to school curricula in middle to senior years or for adult and community education clients. In this form it may result in the issue of Statements of Attainment. It could also potentially form a relationship with base vendor certifications such as the International Computer Drivers Licence (ICDL).

Prerequisite Requirements

There are no specific entry requirements for this qualification. However, prerequisite arrangements for any non-ICA05 elective units in this qualification should be checked with the originating Training Package.

Job Roles

The qualification provides for basic computer skills in the workplace and as such small to medium enterprises (SMEs) will find the contents of this qualification useful at a basic ICT user level. The contents of this qualification may also provide supplement existing roles in other industries where basic ICT skills have become necessary; for example in retailing where basic shop front computer usage is prevalent, in warehousing where automation of stock and inventory control has occurred or in manufacturing at shop floor level for monitoring metrics of team performance and processes.

Pro-efficient Professional

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Ph: (07) 5478 8972 **Mob:** 0419 797 932 **Email:** info@sutherlandcomputers.com.au

Web: www.sutherlandcomputers.com.au

Qualification Structure

To attain the Certificate I in Information Technology 6 units must be achieved:

- 3 core units; plus
- 3 elective units

3 Core Units	Nominal Hours
ICAU1128B Operate a personal computer	25
ICAU1129B Operate a word processing application	30
ICAU1133B Send and retrieve information using web browsers and email	25

3 Elective Units	Nominal Hours
ICAU1130B Operate a spreadsheet application	30
ICAU1131B Operate a database application	30
ICAU1132B Operate a presentation package	30

Assessments

Competency based training is concerned with assisting people to achieve specific competencies which are required in the workplace. This course has been designed to meet the particular skills and knowledge appropriate to this vocational area. A student will be assessed by performing set tasks at specified standards, under prescribed conditions.

To make a booking please contact us on:

Email: info@sutherlandcomputers.com.au

Phone: (07) 5478 8972

Fees and Charges

Standard Course Fee: \$1800 (\$400 deposit to secure place – balance paid by a week prior to course)

Payment option can include: \$400 deposit + 4 fortnightly payments of \$350.00)

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