

Training Sessions

Course:

Certificate II in Information

Technology - ICT20105



Description:

The Certificate II in Information Technology is an entry-level certification, offering an overall understanding of computer technology including hardware, software, business applications, software integration and word processing.

About Matrix Training Group

Matrix Training Group (MTG) is a Registered Training Organization (RTO - Registration Number 21471) providing nationally recognised training for individuals and businesses.

Since 1999, MTG have provided personalised training programs to companies and individuals across a broad range of industries, including Business, Retail, Trade, Government, Telecommunications, Corporate and more.



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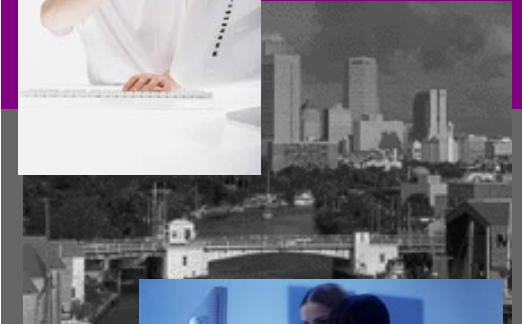
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Anything's possible... !

Certificate II in Information Technology

ICT20105



Matrix
Training Group

Certificate II in Information Technology ICA20105

Requiring **14 units** for the qualification.

Operations

Operate a personal computer	<i>ICAU1128B</i>
Operate Computer hardware	<i>ICAU2005B</i>
Operate computing packages	<i>ICAU2006B</i>
Integrate commercial computing packages	<i>ICAU2013B</i>
Use a computer operating system	<i>ICAU2231B</i>

Multimedia

Access and use the internet	<i>ICPMM263B</i>
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Design

Design organisational documents using computing packages	<i>ICAD2012B</i>
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Support

Interact with clients	<i>ICAS2009B</i>
Connect hardware peripherals	<i>ICAS2014B</i>

Workplace

Work effectively in an Information Technology environment	<i>ICAW2001B</i>
Communicate in the workplace	<i>ICAW2002B</i>

Common business

Produce simple word-processed documents	<i>BSBCM213A</i>
Create and use simple spreadsheets	<i>BSBCM214A</i>
Follow Workplace Safety Procedures	<i>BSBCM106A</i>

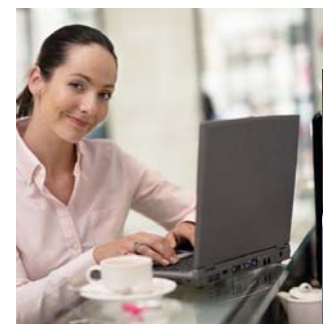


About our course

This course is designed as an entry-level certification in the booming Information Technology industry. Encompassing an overview of all major aspects of computer interaction, the course offers participants the opportunity to link existing computer knowledge to business applications.

The course will cover the following

- ✓ Operating a Personal Computer;
- ✓ Operation of Hardware;
- ✓ Operation of Software;
- ✓ Word processing and spreadsheet design;
- ✓ Accessing the internet;
- ✓ Interacting with clients;
- ✓ Understanding workplace safety in relation to I.T;
- ✓ Integration of commercial software.



Other areas included:

- ✓ Connecting hardware peripherals;
- ✓ Accessing troubleshooting information;
- ✓ Workplace communication;
- ✓ Working effectively in an I.T environment;
- ✓ Understanding major brand operating systems.

Who should attend?

This course is available to anyone who is involved with, or wishes to be involved with technology and computer systems. This course is not industry-specific, and can be utilised by anyone who uses computer technology or would like to develop skills in computing.

This course is Workskills Voucher accredited, subject to eligibility criteria.