

## Certificate in Information Technology (Introductory Course)

	St Clements+Highlight IT Course	Australian ICA20105_R1 Training Package Certificate 2 in IT
	COMPULSORY UNITS	CORE UNITS
ICT 101	Information Technology Fundamentals  + Workplace Evidences	ICAU2005B Operate computer hardware ICAU2231B Use computer operating system ICAW2001B Work effectively in an IT environment
ICT 102	Computer Applications and Operations  + workplace evidences	BSBCMN106A Follow workplace safety procedures  ICAD2012B Design organisational documents using computing packages  ICAU2006B Operate computing packages  ICAU2013B Integrate commercial computing packages  ICAW2002B Communicate in the workplace
	<p style="color: red;"><b><u>Technical Report Presentation</u></b></p> <p>The candidate to provide customer interaction record at the workplace. It may include log book, work record etc</p> <p>The candidate will need to provide the report on which programs he or she installed at workplace &amp; clients &amp; highlight the significant things</p> <p>The candidate communicate with teacher via e-mail &amp; browse the reference sites as directed by the teacher &amp; retrieve the information</p>	<p style="color: red;"><b><u>Elective Units</u></b></p> <p>ICAS2009B Interact with clients ICAS2016B Record client support requirements</p> <p>ICAI2015B Install software applications ICAS2008B Maintain inventories for equipment, software and documentation</p> <p>ICPMM263B Access and use the internet ICPMM32B Capture a digital image</p>

