

Certificate I in Information Technology (ICA10105)

Overview

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.

Qualification Requirements:

This qualification requires six units to be completed consisting of all three core units and three of the elective units must be completed. Electives can be chosen from both ICA05 and to a limited extent from another training package.

Core = 3 Units	
All 3 core units are required to be completed as follows:	
ICAU1128B	Operate a personal computer
ICAU1129B	Operate a word processing application
ICAU1133B	Send and retrieve information using web browsers and email
Electives = 3 units	
Select 3 elective units. All electives can be selected from the list of units below. Alternatively, 1 of the 3 elective units can be selected from the ICA05 training package at Certificate level II, or a relevant unit at certificate level II or III from any other nationally endorsed qualification at certificate level II.	
BSBCM106B	Follow workplace safety procedures
CUVSP11B	Apply techniques to produce digital images
ICAI2015B	Install software applications
ICAS1193B	Connect a workstation to the internet
ICAS2008B	Maintain inventories for equipment, software and documentation
ICAS2014B	Connect hardware peripherals
ICAS2017B	Maintain system integrity
ICAS2243B	Detect and protect from spam and destructive software
ICAT1206B	Check site security
ICAU1130B	Operate a spreadsheet application
ICAU1131B	Operate a database application
ICAU1132B	Operate a presentation package
ICAU1204B	Locate and use relevant on line information
ICAU1211B	Operate accounting applications
ICAU1213B	Conduct on line transactions
ICAU1215B	Use personal productivity tool
ICAU2005B	Operate computer hardware
ICAU2007B	Maintain equipment and consumables
ICAU2013B	Integrate commercial computing packages
ICAW2002B	Communicate in the workplace