

CERTIFICATE II IN INFORMATION TECHNOLOGY

- ICA20105 Certificate II in Information Technology



Australian College of Information Technology

CREATING WORLD CLASS I.T. PROFESSIONALS SINCE 1995

CRICOS Provider Code 02771G



OVERVIEW

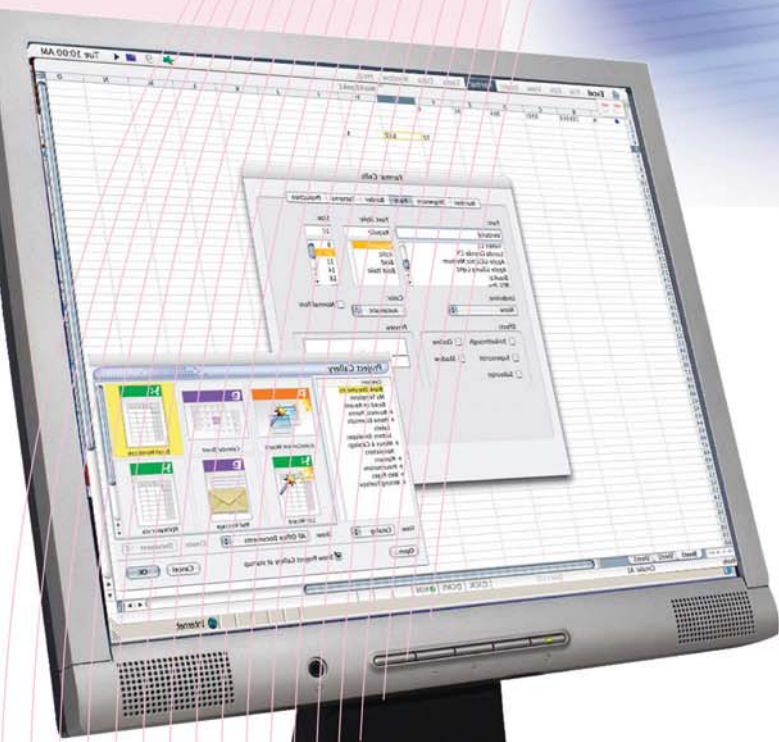
The course is suited to anyone wishing to improve their general computer literacy and become more proficient in every day computer use. The course also addresses the needs of the modern office environment where computers are used to create documents or record and present information.

VOCATIONAL OUTCOMES

- Clerical
- Data Entry Operator
- Computer Operator

COURSE SUBJECTS

The Certificate II in Information Technology Course contains 7 subjects. Each subject consists of a nominal number of hours, which may include online lessons, virtual labs, lectures, tutorials, practical exercises, assignments, and directed private study.



COURSE SUBJECTS

MODULE 1 USING THE INTERNET AND EMAIL

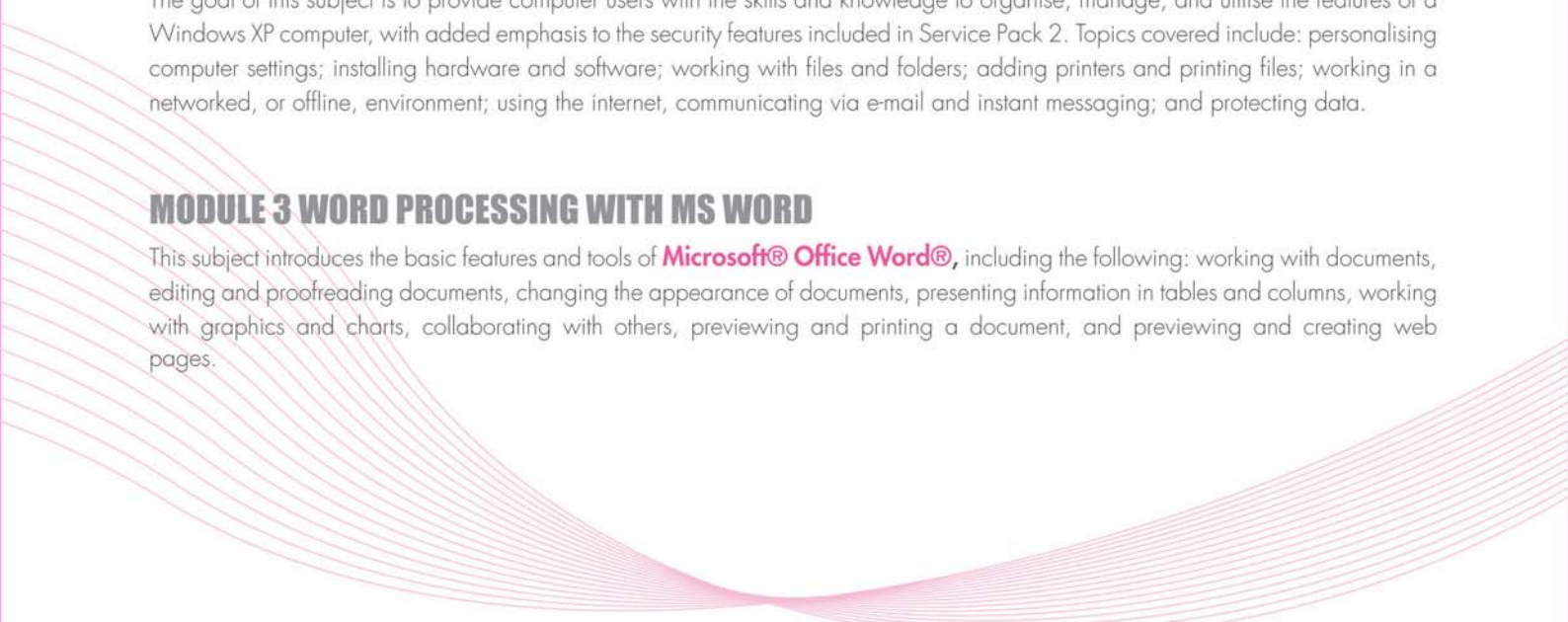
This subject introduces the context for computer-based software applications in society, and the uses of computer applications in the workplace. This subject covers the basic features and tools of **Microsoft® Office Outlook** including the following: managing e-mail messages, finding and organising e-mail messages, managing your calendar, scheduling and managing meetings, creating and organising a list of contacts, and keeping track of information. The student should be able to accomplish basic Web search tasks using a Web browser application, FTP and available search engine tools, to bookmark search results and to transfer files.

MODULE 2 USING A COMPUTER AND MANAGING DATA

The goal of this subject is to provide computer users with the skills and knowledge to organise, manage, and utilise the features of a Windows XP computer, with added emphasis to the security features included in Service Pack 2. Topics covered include: personalising computer settings; installing hardware and software; working with files and folders; adding printers and printing files; working in a networked, or offline, environment; using the internet, communicating via e-mail and instant messaging; and protecting data.

MODULE 3 WORD PROCESSING WITH MS WORD

This subject introduces the basic features and tools of **Microsoft® Office Word®**, including the following: working with documents, editing and proofreading documents, changing the appearance of documents, presenting information in tables and columns, working with graphics and charts, collaborating with others, previewing and printing a document, and previewing and creating web pages.



MODULE 4 SPREADSHEETS WITH MS EXCEL

This subject introduces the basic features and tools of **Microsoft® Office Excel®**, including the following: getting to know Excel, setting up a workbook, performing calculations on data, changing document appearance, filtering and reordering data, combining data from multiple sources, creating charts, printing, and collaborating in Excel.

MODULE 5 DATABASES WITH MS ACCESS

This subject introduces the basic features and tools **Microsoft® Office Access®** including the following: getting to know Access, creating a new database, importing and exporting information, simplifying data entry with forms, locating specific information, keeping information accurate, working with reports, making it easy for others to use the database, and keeping information secured.



MS WORD
MS POWERPOINT
MS EXCEL



CERTIFICATE II IN IT



Microsoft® **IT Academy Program**



MODULE 6 PRESENTATIONS WITH MS POWERPOINT

This subject introduces the basic features and tools of **Microsoft® Office PowerPoint®** including the following: creating presentations, working with slides, making presentations look consistent, working with shapes, working with graphics, working with tables, charts, and diagrams, creating multimedia presentations, reviewing and sharing presentations, preparing a presentation for printing or web publication, setting up and delivering slide shows, and integrating output from other applications.

MODULE 7 THE INFORMATION TECHNOLOGY WORKPLACE

This subject covers workplace health and safety and how personal computers can affect health. The student shall also appreciate how IT systems are found in everyday situations and the uses of information networks within computing. The student shall be aware of some of the security and legal issues associated with computers. The subject also covers effective workplace communications.

INTERNATIONAL STUDENTS PREREQUISITES

- IELTS LEVEL 5.5 (if English is not your first language).
- Australian year 10 or equivalent. Eg. G.C.E. O LEVEL



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