

Dandenong High School

Certificate II in Information Technology – Program 1

Course Code	ICA20105
Duration	1 Year
RTO	Chisholm Institute RTO Code: 0260
Attendance	Every Wednesday Time:

Program: Units 1 & 2

ICAU1128A	Operate a personal computer
BSBCMN106A	Follow workplace safety procedures
ICAD2012A	Design organizational documents using computing packages
ICAU2005A	Operate computer hardware
ICAU2006A	Operate computing packages
ICAU2013A	Integrate commercial computing packages
ICAU2231A	Use computer operating system
ICAW2001A	Work effectively in the workplace
ICAW2002A	Communicate in the workplace
ELECTIVES	
ICAI2015A	Install software applications
ICAS2010A	Apply problem solving techniques to routine malfunctions
ICAS2014A	Connect hardware peripherals
ICAS2017A	Maintain system integrity
ICAS2243A	Detect and protect from spam and destructive software
ICPMM263A	Access and use the Internet