

Certificate II in

Information Technology (Applications)

National Course Code: **ICA20199**

General Information

This nationally accredited course provides a sound introduction to computer fundamentals, the Internet and an introduction to a range of business software packages including word processing, spreadsheets, databases and graphics. Graduates will also gain experience with PC management via graphical user interface. The course is designed to foster familiarisation with PC issues and to improve personal efficiency through the use of technology.

Available for student use are networked modern computers, with access to the Internet, running popular industry relevant software.

Career Opportunities

Students who successfully complete the Certificate II in Information Technology will:

- have enhanced their employment prospects and promotional opportunities in occupations that use computers; AND
- be eligible to continue to upgrade their qualifications by completing additional modules in the following:

Certificate IV in Information Technology
Diploma of Information Technology

Mode of Study and Location

The Ballarat campus provides this course on a full-time day basis as well as part-time evening. Horsham, Stawell and Ararat campuses provide this course on a part-time day or evening basis.

Entry Requirements

There are no formal entry requirements for this course.

Course Structure

The course consists of units selected from the IT Training Package.

Horsham Campus students are required to attend one evening session per week. Daytime classes may be available and the person listed under 'Course Enquiries' should be contacted for further information.

Course Content

Unit Code	Core Competencies
ICAITU128A	Operate a personal computer
ICAITU129A	Operate a word processing application
ICAITU130A	Operate a spreadsheet application
ICAITU131A	Operate a database application
ICAITU132A	Operate a presentation package
ICAITU133A	Send and retrieve information over the Internet using browsers and email
ICAITU004B	Apply Occupational Health & Safety Procedures
ICAITW002B	Communicate in the workplace
ICAITB135A	Create a simple mark-up language document to specifications
ICAITU126B	Use advanced features of computer applications

Total Nominal Hours (Core) 270

Other Units (Ballarat Campus) 110

ICPMM11BA	Identify Components of Multimedia
ICAITU018B	Develop macros and templates for clients using standard products
ICPMM43CA	Incorporate digital photography into multimedia presentations

Other Units (Horsham, Stawell & Ararat Campuses)

ICAITU005B	Operate computer hardware
ICAITS014C	Operate hardware peripherals
ICPMM11BA	Identify components of multimedia
ICPMM43CA	Incorporate digital photography into multimedia presentations

Total Nominal Hours 380

Assessment

A mixture of class room activities, assignments, tests, formal presentations and reports are used to assess students.

Fees

Enrolment fees are payable at the time of enrolment. For further information a Fees and Charges leaflet is available from the Student Centre.

Recognition of Prior Learning

If what you have learned at work, from other courses, from life experience or training provided at work is relevant to this course, you may be entitled to gain subject credits or exemptions. For further details contact the staff listed under 'Course Enquiries'.

Application Information

Students seeking a place in this course should contact the staff listed under 'Course Enquiries' to obtain information and/or make an appointment for interview.

All applicants must complete an enrolment form and pay their fees at the Student Centre before the enrolment process is complete. All enrolments must first be approved by the relevant department.

Course Enquiries

For further course information contact:

Ararat Campus

Lynda Curran
School of Business Services – Business
Administration and Information Technology
Telephone (03) 5355 3026

Horsham Campus

Iain Sedgman
School of Business Services – Information Technology
Telephone (03) 5362 2689

SMB Campus - Ballarat

Debra Cummins
School of Business Services – Information Technology
Telephone (03) 5327 8216

Stawell Campus

School of Business Services – Business
Administration
Telephone (03) 5358 7233

Certificate IV in

Information Technology

National Course Code: **21103VIC**

General Information

The course is designed to provide a broad and balanced understanding of information technology issues in relation to the use and management of microcomputers in the business environment. Graduates will receive training in stand alone and networked computer architecture, peripheral devices, multimedia, web page design and management, programming, operating systems and current business software. Business and communication skills also form part of this course.

Available for student use are networked current industry standard personal computers with Internet access and operating with the latest business software

Career Opportunities

At the completion of the course graduates will have vocational pathways that can lead to employment or further study in:

- Working with clients/customers
- Marketing and selling IT products and services
- Supporting and managing the IT business
- IT systems support and administration
- Systems development and integration
- IT installation and maintenance
- On-line services
- Hardware and peripherals production and assembly
- Research and Development
- Project Management

This course provides direct articulation to the Diploma of Information Technology involving a further year of full-time study.

Mode of Study and Location

This course is conducted over one year on a full-time basis at the Horsham Campus. Subject to availability and the satisfactory completion of prerequisite studies, part-time places are available during the day.

Flexible Delivery

Some units are available through the Horsham Campus Flexible Delivery Program. Contact the course coordinator at the Horsham Campus on 5362 2632.

Off-Campus Study

Some units are available via off-campus studies. For further information contact the Off-campus Centre on (03) 5327 8224.

Entry Requirements

Satisfactory completion of the VCE, Certificate II or III in Information Technology is required.

All other applicants will be considered for eligibility on the basis of previous life experience, work history and educational background.

Course Structure

The course consists of 22 modules, which is equivalent to 810 hours of scheduled classes.

Course Content

Unit Codes	Modules
154L404	Apply skills in cost management
B070A-1	Create code for applications
B070A-2	Create code for applications
B070A-3	Create code for applications
B070A-4	Create code for applications
ITAD 042A	Confirm client business needs
ITD 128A	Create user and technical documentation
ITI 097A	Install and configure a network
ITI 099A	Build an intranet
ITS 009B	Interact with clients
ITS 014B	Connect hardware peripherals
ITS 020B	Install and optimize system software
ITS 021B	Connect internal hardware components
ITS 025B	Run standard diagnostic tests
ITS 030B	Install software to networked computers
ITTW 002B	Communicate in the workplace
ITTW 011B	Participate in a team and individually to achieve organisation goals
ITTW 027B	Relate to clients on a business level
ITU 004B	Apply occupation health and safety procedure
ITU 005B	Operate computer hardware
ITU 006B	Operate computing packages
ITU 126A	Use advanced features of computer applications
MM11BA	Identify components of multimedia
MM43CA	Incorporate digital photography into multimedia presentations
MM65DA	Create web pages with multimedia

Total Nominal Hours

810

Unit Codes	Electives I
ITS009B	Interact with Clients
ITTW002B	Communicate in the Workplace
ITTW027B	Relate to Clients on a Business Level
154L404	Apply Skills in Cost Management
ITAD042A	Confirm Client Business Needs

Unit Codes	Electives II
MM65DA	Create Web Pages with Multimedia
MM43CA	Incorporate Digital Photography into Multimedia Presentations
ITI097A	Install and Configure a Network
ITI099A	Build an Intranet

Total Nominal Hours (Core & Electives) 800

Assessment

A mixture of classroom activities, assignments, tests, formal presentations and reports are used to assess students.

Fees

Enrolment fees are payable at the time of enrolment. For further information a Fees and Charges leaflet is available from the Student Centre.

Recognition of Prior Learning

If what you have learned at work, from other courses, from life experience or training provided at work is relevant to this course, you may be entitled to gain subject credits or exemptions. For further details contact the staff listed under 'Course Enquiries'.

Application Information

Students seeking a place in this course should contact the staff listed under 'Course Enquiries' to obtain information and/or make an appointment for interview.

All applicants must complete an enrolment form and pay their fees at the Student Centre before the enrolment process is complete. All enrolments must first be approved by the relevant department.

Course Enquiries

For further course information contact:

Horsham Campus

Jim Carter
School of Business Services – Information Technology
Telephone (03) 5362 2632
Email j.carter@ballarat.edu.au

Certificate IV in

Information Technology

with electives in
Hardware/Operating Systems & Applications

National Course Code: **21103VIC**

General Information

The course is designed to provide a breadth of knowledge and skills in the Information Technology Industry.

Students will receive a diverse training program with particular emphasis on Hardware, Operating Systems and Computer Applications.

Available for student use are networked computers with Industry Standard Software and Internet access.

Career Opportunities

At the completion of the course graduates have the opportunity to gain employment in the areas of:

- Computer Support
- Technical Support

This course provides direct articulation to the Diploma of Information Technology involving a further year of full-time study.

Mode of Study and Location

This course is conducted over one year on a full-time basis at the Horsham and SMB Campuses. Subject to availability and the satisfactory completion of prerequisite studies, part-time places are available during the day and evening.

Entry Requirements

Current Year 12 students should apply through VTAC. Satisfactory completion of the VCE is required.

All other applicants will be considered for eligibility on the basis of previous life experience, work history and educational background.

Course Structure

The course consists of 800 hours of scheduled classes.

Course Content

Core Competencies

Unit Code	Unit Name
ICAITB070A-1	Create Code for Applications (1)
ICAITB070A-2	Create Code for Applications (2)
ICAITB070A-3	Create Code for Applications (3)

ICAITB070A-4	Create Code for Applications (4)
ICAITD128A	Create User & Technical Documentation
ICAITS014B	Connect Hardware Peripherals
ICAITS020B	Install and Optimise System Software
ICAITS021B	Connect Internal Hardware Components
ICAITS025B	Run Standard Diagnostic Tests
ICAITS030B	Install Software to Networked Computers
ICAITU004B	Apply Occupational Health and Safety Procedures
ICAITU005B	Operate Computer Hardware
ICAITU006B	Operate Computing Packages
ICAITU126A	Use Advanced Features of Computer Applications
ICPMM11BA	Identify Components of Multimedia
ICAITTW011B	Participate in a Team and Individually Achieve Organisational Goals

Total Nominal Hours (Core) 520

Other Competencies

Unit Code	Unit Name
ICAITS024	Provide Basic System Administration ♦
ICAITS115A	Maintain Equipment and Software in working order ♦
ICAITU127	Operate System Software ♦
ICAITS114A	Implement Maintenance Procedures ♦
ICAIT1087A	Acquire System Components ♦
ICAITU028B	Customise packaged Software Applications for Clients ♦
ICAITS009B	Interact with Clients ♣
ICAITTW002B	Communicate in the Workplace ♣
ICAITTW027B	Relate to clients on a Business Level ♣
BSX154L404	Apply skills in cost management ♣
ICAITAD042B	Confirm Client Business Needs ♣
ICPMM65DA	Create Web Pages with Multimedia ♦ ♣
ICPMM15DA	Develop a Multimedia Script ♦
ICPMM43CA	Incorporate Digital Photography into Multimedia Presentations ♣
ICAIT1097A	Install and Configure a Network ♣
ICAIT1099B	Build an Intranet ♣

Total Nominal Hours 800

♦ Denotes Electives available at the SMB Campus

♣ Denotes Electives available at the Horsham Campus

Assessment

A mixture of classroom activities, assignments, tests, formal presentations and reports are used to assess students.

Fees

Enrolment fees are payable at the time of enrolment. For further information a Fees and Charges leaflet is available from the Student Centre.

Recognition of Prior Learning

If what you have learned at work, from other courses, from life experience or training provided at work is relevant to this course, you may be entitled to gain subject credits or exemptions. For further details contact the staff listed under 'Course Enquiries'.

Application Information

Students seeking a place in this course should contact the staff listed under 'Course Enquiries' to obtain information and/or make an appointment for interview.

All applicants must complete an enrolment form and pay their fees at the Student Centre before the enrolment process is complete. All enrolments must first be approved by the relevant department.

Course Enquiries

For further course information contact:

Horsham Campus

Jim Carter
School of Business Services – Information Technology
Telephone (03) 5362 2632
Email j.carter@ballarat.edu.au

SMB Campus - Ballarat

Rod MacKinney / Michael Dean
School of Business Services – Information Technology
Telephone (03) 5327 8158

Merril Pink
School of Business Services – Information Technology
Telephone (03) 5327 8229

Certificate IV in

Information Technology

with electives in
Multimedia & Applications

National Course Code: **21103VIC**

General Information

The course is designed to provide a breadth of knowledge and skills in the Information Technology Industry.

Students will receive a diverse training program with particular emphasis on Multimedia and Computer Applications.

Available for student use are networked computers with Industry Standard Software and Internet access.

Career Opportunities

At the completion of the course graduates have the opportunity to gain employment in the areas of:

- Computer Support
- Multimedia Development
- Web Designer
- On-line Service Support

This course provides direct articulation to the Diploma of Information Technology involving a further year of full-time study.

Mode of Study and Location

This course is conducted over one year on a full-time basis at the SMB Campus. Subject to availability and the satisfactory completion of prerequisite studies, part-time places are available during the day and evening.

Entry Requirements

Satisfactory completion of the VCE. All other applicants will be considered for eligibility on the basis of previous life experience, work history and educational background.

Course Structure

The course consists of 800 hours of scheduled classes.

Course Content

Unit Code	Core Competencies
ICAITB070A (1)	Create Code for Applications (1)
ICAITB070A (2)	Create Code for Applications (2)
ICAITB070A (3)	Create Code for Applications (3)
ICAITB070A (4)	Create Code for Applications (4)

ICAITD128A	Create User & Technical Documentation
ICAITS014B	Connect Hardware Peripherals
ICAITS020B	Install and Optimise System Software
ICAITS021B	Connect Internal Hardware Components
ICAITS025B	Run Standard Diagnostic Tests
ICAITS030B	Install Software to Networked Computers
ICAITU004B	Apply Occupational Health and Safety Procedures
ICAITU005B	Operate Computer Hardware
ICAITU006B	Operate Computing Packages
ICAITU126A	Use Advanced Features of Computer Applications
ICPMM11BA	Identify Components of Multimedia
ICAITW011B	Participate in a Team and Individually Achieve Organisational Goals

Total Nominal Hours (Core) 520

Other Units

ICPMM46CA	Incorporate Video into Multimedia Presentations
ICPMM44CA	Incorporate Audio into Multimedia Presentations
ICPMM45CA	Incorporate animation into Multimedia presentations
ICPMM67DA	Plan Interface Design
ICPMM21CA	Capture a Digital Image
ICPMM42CA	Incorporate 2D graphics into Multimedia
ICAITU028B	Customise packaged Software Applications for Clients

Total Nominal Hours (Other) 270

Total Nominal Hours 790

Assessment

A mixture of classroom activities, assignments, tests, formal presentations and reports are used to assess students.

Fees

Enrolment fees are payable at the time of enrolment. For further information a Fees and Charges leaflet is available from the Student Centre.

Recognition of Prior Learning

If what you have learned at work, from other courses, from life experience or training provided at work is relevant to this course, you may be entitled to gain subject credits or exemptions. For further details contact the staff listed under 'Course Enquiries'.

Application Information

Students seeking a place in this course should contact the staff listed under 'Course Enquiries' to obtain information and/or make an appointment for interview.

All applicants must complete an enrolment form and pay their fees at the Student Centre before the enrolment process is complete. All enrolments must first be approved by the relevant department.

Course Enquiries

For further course information contact:

SMB Campus - Ballarat

Sally Firmin

School of Business Services – Information Technology

Telephone (03) 5327 8222

Diploma of

Information Technology

*with electives in
Software & Networking Or Software & Multimedia*

National Course Code: **21104VIC**

General Information

The course is designed to provide a breadth of knowledge and skills in the Information Technology Industry as well as the opportunity for students to specialise and attain a high level of expertise in the areas of Software Development and Networking (SMB) or Software Development and Multimedia (Horsham).

Available for student use are modern networked computers with Industry Standard Software and Internet access.

Career Opportunities

At the completion of the course graduates have the opportunity to gain employment in the areas of:

- Software Development
- Computer Programming
- Analyst Programming
- Computer Support
- Computer Sales
- Technical Support
- Database Administration
- Network Support * (depends on electives)
- Webpage Design * (depends on electives)

Students also have the opportunity to continue their studies by undertaking Higher Education Courses offered by the University of Ballarat.

Mode of Study and Location

This course is conducted over one year on a full-time basis at the SMB or Horsham Campus. Subject to availability and the satisfactory completion of prerequisite studies, part-time places are available during the day (SMB & Horsham) and evening (SMB only).

Entry Requirements

Completion of Certificate IV in Information Technology.

Course Structure

The course consists of 760 hours (SMB) or 680 hours (Horsham) of scheduled classes.

Course Content

Unit Code	Core Competencies
ICAITAD046A	Model preferred system solutions
ICAITS031B	Provide advice to clients
ICAITB060A	Identify Physical Database Requirements
ICAITAD043A	Develop and Present a Feasibility Report
ICAITAD056A	Prepare Disaster Recovery Plan
BSX154L603	Manage Time
BSX154L604	Manage Cost

Total Nominal Hours (Core) 240

Unit Code	Other Competencies (SMB)
ICAITAD045A	Produce Network / Communication Design
ICAIT1097A	Install and Configure a Network
ICAITS120A	Administer and Configure a Network Operating System
ICAIT121A	Administer Network Peripherals
ICAITI100A	Build an Internet Infrastructure
ICAITB069A (1)	Develop Software (1)
ICAITB069A (2)	Develop Software (2)
ICAITB069A (3)	Develop Software (3)
ICAITB069A (4)	Develop Software (4)
ICPP11CA	Develop a Detailed Design Concept

Total Nominal Hours (Other - SMB) 520

Unit Code	Electives (Horsham)
ICAITS032B	Provide Network Systems Administration
ICPMM63BA	Access the Internet
ICAITT077A	Develop Detailed Test Plan
ICAITT078A	Perform Unit Test
ICAITS125A	Monitor and Administer a database
ICAITB069A (1)	Develop Software (1)
ICAITB069A (2)	Develop Software (2)
ICAITB069A (3)	Develop Software (3)
ICAITB069A (4)	Develop Software (4)
ICPMM67dA	Plan Interface Design
ICAITS024B	Provide Basic Systems Administration

Total Nominal Hours (Electives - Horsham) 440

Assessment

A mixture of classroom activities, assignments, tests, formal written examinations, formal presentations and reports are used to assess students.

Fees

Enrolment fees are payable at the time of enrolment. For further information a Fees and Charges leaflet is available from the Student Centre.

Recognition of Prior Learning

If what you have learned at work, from other courses, from life experience or training provided at work is relevant to this course, you may be entitled to gain subject credits or exemptions. For further details contact the staff listed under 'Course Enquiries'.

Application Information

Students seeking a place in this course should contact the staff listed under 'Course Enquiries' to obtain information and/or make an appointment for interview.

All applicants must complete an enrolment form and pay their fees at the Student Centre before the enrolment process is complete. All enrolments must first be approved by the relevant department.

Course Enquiries

For further course information contact:

Horsham Campus

Iain Sedgman
School of Business Services – Information Technology
Telephone (03) 5362 2689

SMB Campus - Ballarat

Alan Pink
School of Business Services – Information Technology
Telephone (03) 5327 8229