

## Hornsby Campus Information Technology

### Is this course for me?

This course is a great option for a wide variety of people.

- You need “Just Enough IT” Foundational Skills to enter your chosen career.
- You may have no existing IT skills and want to learn more about this mysterious “box”.
- You might be looking to re-enter the workforce and are keen to take the first step in your new career.
- You may be ready for a career change and want to explore your options in the exciting and ever-changing world of IT.
- You may realise that to progress in your current job, you need to improve those IT skills.

### What skills are required before I enrol?

None... just a “can-do” attitude, an enquiring mind and a desire to explore.

### How long does this course take?

And how much time do I need to put into it?

- This course will take 1 Semester (18 weeks) full time.
- You will need to allocate some time at home to practice your skills, work on your assignments, and access materials such as videos, podcasts and class-notes on-line.

### What will I be able to do after the course?

Once you have completed the Certificate II you have many doors open to you. You will be well equipped to decide if you wish to proceed to other areas of study, including the Certificate 3 in Information Technology.

Hornsby students have found that the Certificate II can lead to employment –

- Help Desk / Support in a variety of industries – Telecommunications, Financial Services, Administration
- Records Assistant, Office Support
- Promotion within your existing field of employment

### What costs are involved?

Fees are set by TAFE NSW and change each year. The fees can be viewed at

<http://www.nsi.tafensw.edu.au/Courses/EnrollingAndRegistering/FeesAndFinancialAssistance/Default.aspx>

### How will I be assessed?

For each module you will need to complete some projects and tests. Each teacher will provide you with a semester schedule which lists the assessments and due dates. There will be a mixture of practical “hands-on”, written theory and classroom participation.

## What will I learn?

There are four main “focus areas”

Microsoft Office	Skills	Course Units
<ul style="list-style-type: none"> <li>✓ You will develop skills in Microsoft Word, Excel, Access and PowerPoint</li> <li>✓ You will be ready to sit for the MOS (Microsoft Office Specialist) exam to achieve Microsoft certification (additional fee payable)</li> </ul>	<ul style="list-style-type: none"> <li>• Document and Spreadsheet creation, editing and formatting</li> <li>• Customising the Word environment through templates, Building Blocks, styles, forms, fields</li> <li>• Expertise with charts and a variety of functions – financial, logical, text, mathematical, statistical, date/ time</li> <li>• Automation of Word and Excel through macros and VBA</li> <li>• Creating PowerPoint presentations</li> <li>• Constructing relational databases with Access</li> <li>• Database forms, reports, select and action queries</li> <li>• Integrating and customising software packages</li> </ul>	<p>ICTICT203 Operate application software packages</p> <p>BSBITU302 Create electronic presentations</p> <p>ICTICT205 Design basic organisational documents using computing packages</p> <p>BSBITU309 Produce desktop published documents</p>
Internet / Social Media / Digital Media	Skills	Course Units
<ul style="list-style-type: none"> <li>✓ You will learn how to use Internet</li> <li>✓ Social Media for collaboration and engagement</li> </ul>	<ul style="list-style-type: none"> <li>• Browsing and optimising Internet</li> <li>• Creating and editing digital images using different software</li> <li>• Understanding the many types of social media available , evaluating the most appropriate</li> </ul>	<p>ICPDMT263 Access and use the internet</p> <p>ICTWEB201 Use social media tools for collaboration and engagement</p> <p>ICPDMT321 Capture a digital image</p> <p>ICTICT204 Operate a digital media technology package</p>
PC Hardware / Software	Skills	Course Units
<ul style="list-style-type: none"> <li>✓ You will have hands-on experience with aspects of Hardware &amp; Software Installation</li> </ul>	<ul style="list-style-type: none"> <li>• Basic Windows™ Systems administration</li> <li>• Hardware maintenance and diagnostics</li> <li>• Software installation and optimisation</li> </ul>	<p>ICTICT201 Use computer operating systems and hardware</p> <p>ICTICT206 Install software applications</p> <p>BSBWHS201 Contribute to health and safety of self and others</p>
IT Specialist	Skills	Course Units
<ul style="list-style-type: none"> <li>✓ You will gain the skills required to help gain employment and work with confidence in the IT sector</li> </ul>	<ul style="list-style-type: none"> <li>• Communications skills</li> <li>• User documentation – paper based and on-line</li> <li>• Sustainability in the IT environment</li> <li>• Workplace Health and Safety (WH&amp;S) in the IT environment</li> <li>• Resume preparation and interview skills</li> </ul>	<p>ICTICT202 Work and communicate effectively in an ICT environment</p> <p>ICTICT209 Interact with ICT clients</p> <p>BSBSUS201 Participate in environmentally sustainable work practices</p>

## How do I enrol?

Visit <http://www.nsi.tafensw.edu.au/Courses/EnrollingAndRegistering/Default.aspx> (search for the Course Number **ICT20115**) for information on how to enrol.

## Where can I get more information?

If you have any questions please contact the course coordinator: **Nirmal Chowdhury**

**Email:** [nirmal.chowdhury@tafensw.edu.au](mailto:nirmal.chowdhury@tafensw.edu.au) or visit our website <http://infotech.hornsby.tafensw.edu.au>