

Hornsby Campus Information Technology

Is this course for me?

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

- You may have existing IT skills and want to upgrade or extend them.
- You might have recently left school and are keen to take the first step in your IT career.
- Perhaps you have studied IT at University and now want a more practical focus to your IT skills.
- Maybe you are ready for a career change and want to explore your options in the exciting and ever-changing world of IT.
- Possibly you realise that to progress in your current job, you are just going to have to improve those IT skills.

What skills are required before I enrol?

Basic computer skills and 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 18 weeks full time. Attendance in class is expected.
- You can expect to be given homework that will help you to consolidate your study

What will I be able to do after the course?

Once you have completed the Certificate III you have many doors open to you. You will be well equipped to decide where your interests lie – Programming, Technical Support, Web Design and continue your IT studies.

Hornsby students have found that the Certificate III leads to employment –

- Help Desk / Support in a variety of industries – Financial Services, Healthcare, Administration
- Training
- Promotion within existing field of employment

What costs are involved?

- Fees are set by TAFE NSW and change each year. The fees can be viewed at-
<https://www.tafensw.edu.au/courses/fees/#.UHeoj03MiB8>

How will I be assessed?

For each module you will need to complete some projects and tests. We focus on preparing our students for the workplace, so we place you in a fictitious “Business” in which you will be working to provide practical IT solutions. Each teacher will provide you with a semester schedule which lists the assessments and due dates.

How do I enrol?

Visit <http://www.nsi.tafensw.edu.au/Courses/EnrollingAndRegistering/Default.aspx> (search for the Course Number **ICT30115**) for information on how to enrol.

What will I learn?

There are three main “focus areas”

Programming	Skills	Course Unit
<ul style="list-style-type: none"> ✓ You will develop Introductory Programming skills in Visual Basic language 	<ul style="list-style-type: none"> • Apply language syntax and layout • Apply control structures • Code using standard algorithms • Test the Code • Create an Application 	ICTPRG301 Apply introductory programming techniques
Microsoft Office 2013	Skills	Course Units
<ul style="list-style-type: none"> ✓ You will develop advanced skills in Microsoft Word, Excel, Access and PowerPoint 	<ul style="list-style-type: none"> • Document and Spreadsheet creation, editing and formatting • Customising the Word environment through Templates, Building Blocks, Styles, Forms, Fields • Expertise with charts and a variety of functions – Financial, Logical, Text, Mathematical, Statistical, Date/ Time • Automation of Word and Excel through Macros • Creating PowerPoint presentations • Constructing Relational Databases with Access • Database Forms, Reports, Select and Action Queries • Integrating and customising software packages 	ICTICT203 Operate application software packages ICTICT307 Customise packaged software applications for clients ICTICT308 Use advanced features of computer applications ICTICT409 Develop macros and templates for clients using standard products
PC Hardware / Networking	Skills	Course Units
<ul style="list-style-type: none"> ✓ You will have hands-on experience with aspects of Hardware, Software and basic Networking 	<ul style="list-style-type: none"> • Systems administration • Hardware maintenance and diagnostics • Software installation and optimisation • Configure network peripherals 	ICTICT302 Install and optimise operating system software ICTICT304 Implement system software changes ICTSAS306 Maintain equipment and software ICTSAS301 Run standard diagnostic tests
IT Specialist	Skills	Course Units
<ul style="list-style-type: none"> ✓ You will gain the skills required to help gain employment and work with confidence in the IT sector 	<ul style="list-style-type: none"> • Workplace communications skills • User documentation • Sustainability in the IT environment • OH&S in the IT environment • Provide IT advice to clients 	ICTICT202 Work and communicate effectively in an ICT environment ICTICT301 Create user documentation BSBWHS304 Participate effectively in WHS communication and consultative processes BSBSUS301 Implement and monitor environmentally sustainable work practices
Web Page Development / Social Media	Skills	Course Units
<ul style="list-style-type: none"> ✓ You will learn how to create simple web pages, create and edit digital images ✓ Social Media for collaboration and engagement 	<ul style="list-style-type: none"> • CSS and HTML • Use of an authoring tool, use of validators • Reviewing and maintaining existing websites • Understanding the many types of Social Media available, evaluating the most appropriate 	BSBEBU401 Review and maintain a website ICTWEB201 Use social media tools for collaboration and engagement ICTWEB301 Create a simple markup language document ICTWEB302 Build simple websites using commercial programs

Where can I get more information?

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

Email: nirmal.chowdhury@tafensw.edu.au or visit our website <http://infotech.hornsby.tafensw.edu.au>