



# CERTIFICATE II

## IN INFORMATION TECHNOLOGY

(ICA20105)



Microsoft® IT Academy  
Program Member



### ABOUT THE COURSE

ICA20105 Certificate II in Information Technology  
This qualification provides candidates with foundational information technology (IT) skills and is designed to equip an individual with the skills to perform junior roles in office administration and records management. The aim is for candidates to become effective IT users and underpins all higher qualifications.

### ADDED VALUE

Included with the course comes free access to the Microsoft IT Academy, Certiprep (Practice Exams) and Certiprot (Microsoft Office Specialist Exams). This gives you 24/7 online access to the Microsoft Office Certified Courses and Microsoft Office Specialist Certification.

### THE BENEFITS

By implementing Certificates in Information Technology within your business you will:

- Establish consistent IT procedures saving you time and money.
- Recognise & update the skills of your existing workforce to ensure they are always able to perform at their peak, in the fast paced world of information technology.
- Sustain your workforce's morale and enthusiasm by participating in nationally accredited training.
- Create real results through the application of the training skills, by way of workplace

projects developed specifically to fulfil your business needs.

- Recognise & rectify inefficiencies within your current IT practices.

### PREREQUISITES

There are no entrant requirements for this qualification, but upon successful completion candidates are able to commence a Certificate III in Information Technology.

IBC encourages trainees with physical and / or intellectual disabilities to access funded training

### THE ASSESSMENTS & WORKPLACE PROJECTS

To achieve the certificate, each participant must submit a variety of workplace projects as a form of assessment. To maximise the value of the program, all assessments are aligned with ongoing business priorities. For instance, a project could be to write an IT procedure manual that can then be used as a common business tool long after the training has been completed.

### FEES

- Government Funding Available - This training can be delivered with Government funding to suitable applicants or on a Fee For Service basis

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