



**CERTIFICATE II  
IN INFORMATION TECHNOLOGY**  
COURSE BROCHURE

# Certificate II in Information Technology

The Course gives the right turn for taking up a higher career in IT, with an industry updated course that gives students the fundamentals to confidently operate computer equipment and computing packages.

The student will be able to discover more about working effectively in an IT environment, including tasks such as connecting various hardware and software applications, and running standard diagnostic tests.

With employment opportunities at entry-level positions such as help desk officer, or as the foundation for further study, it's the perfect course to take the career forward in the field of Information Technology.

## ENTRY CRITERIA

Completion of Basic Education OR Attainment of a Level 1 qualification OR

18 years of age AND Ability to communicate in the language of instruction

**DURATION:** 3 MONTHS



## CAREER OPPORTUNITIES

Following are some of the expected career outcomes from our Certificate II in Information Technology

- Data Processing Officer
- IT Help Desk Assistant

## MODULES

- Effective Communication and Negotiation
- Windows Operating System
- Developing Documents using MS Word
- Creating & Delivering Effective Presentation
- Spreadsheet Solution
- Word Processing in Thaana
- PC Support and Workplace Ergonomics
- Design & Layout Principles





# CONTACT US

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