

## Prerequisite testing

### Prerequisite Assessment

The new national ITA05 Training Package has prerequisite Certificate II units that **MUST** be completed before you can commence your Certificate III or Certificate IV Stage 1 studies. The entry requirement of Year 11 or Year 12 does not allow the College to assume you are competent in these prerequisite Certificate II units. *(If you have completed these units as part of your Secondary school studies please speak to a staff member.)*

As most students will already be competent in these units we have arranged a session to allow students to demonstrate that they meet the prerequisites of the course for which they are enrolling. You will need to enrol in the prerequisite units at no additional cost to you. This session will be held immediately after the induction. Please allow time for this session. (Details on the units and outline of what is required are shown below).

If you are assessed as competent you will receive credit for these units and commence your Certificate III or Certificate IV Stage 1 studies on week 1 of semester starting the 23<sup>rd</sup> of July.

If you are assessed as not yet competent in any of the units, you may be required to attend additional classes for the first term while also commencing your Certificate III or Certificate IV Stage 1 studies. Alternately, you may be required to change your enrolment to Certificate II. You will have the opportunity to discuss your options with your assessors.

# Unit Details

## **Operate a Personal Computer**

The assessment requires you to demonstrate you can

- Customise your desktop (screen resolution, desktop background etc)
- Use Windows Explorer or My Computer to change the folder options
- Unlock the taskbar to change its properties and alter the quick launch bar
- Create folders and subfolders in specific locations
- Copy and unzip zipped files into specified folders
- Create documents in specific folders
- Use the PrintScreen functions and open common Windows utility programs such as Calculator
- Use the Windows search functions and Recycle bin

## **Operate Computer Packages, Integrate Commercial Computing Packages and Design organisational documents using computing packages**

There will be separate assessments for

### **1. Microsoft Word**

You need to be able to demonstrate you can

- Create, edit, print and save a word document
- Format the document using bullets, text alignment, indenting, margins, page breaks, headers and footers
- Set tabs (including leaders)
- Create and Format Tables (including borders and shading)

### **2. Microsoft Excel**

You need to be able to demonstrate you can

- Create, edit, print and save a workbook
- Use simple formulas
- Use simple functions
- Use relative and absolute cell addressing
- Format Cells
- Create and edit charts
- Use document security

### **3. Microsoft PowerPoint**

You need to be able to demonstrate you can

- Create, edit and save a PowerPoint presentation
- Use design templates
- Use formatting – alignment, bullets and numbering, backgrounds
- Use a master
- Create tables, charts and organisational charts
- Use WordArt
- Print speaker notes, handouts and slides
- Use slide transitions
- Use animation

### **4. Integrate Commercial Computing Packages**

- Linking and embedding different items in the office package

## **5. Operate computer hardware**

You will need to be able to

- Identify computer hardware components
- Demonstrate an understanding of the inter-relationship between computer hardware and software
- Demonstrate the use computer input equipment

## **6. Use a computer operating system**

You will need to be able to demonstrate

- How to configure an operating system
- How to use an operating system
- How you would optimise an operating system
- How to make sure your input and output devices are working correctly.

## **7. Follow workplace safety procedures, Work effectively in an IT environment and Communicate in the workplace**

The following three units will be assessed in combination with each other:

### **a) Follow workplace safety procedures**

You will be required to:

- Recognize workplace hazards and report them
- Set up a computer workstation and chair to minimise ergonomic problems
- Fill out an accident and/or incident report correctly
- Make suggestions to maintain and/or improve safety in the workplace

### **b) Work effectively in an IT environment**

You will be required to:

- Identify IT roles and key players in an organisation
- Identify IT policies and procedures
- Identify IT equipment, operating systems and software
- Establish maintenance requirements

### **c) Communicate in the workplace**

You will be required to:

- Assist a client with an enquiry, considering:
- Demonstrate Politeness and appropriate manner
- Demonstrate effective verbal and non-verbal communication
- Demonstrate appropriate questioning and active listening techniques
- Know how to accommodate cultural differences
- Record information and follow-up actions relevant to the enquiry