This IT (Information Technology) Certificate III Resource Checklist applies to courses:
- 19002 Certificate III Information Technology (Applications)
- 19004 Certificate III Information Technology (Support)

The IT Certificate III Resource Checklist identifies the minimum hardware, software and internet access requirements to study courses 19002 & 19004 with OTEN.

Attach the completed IT Certificate III Resource Checklist to your OTEN Enrolment Form otherwise your enrolment application will not be approved.

**IT REQUIREMENTS:**
Please tick the appropriate boxes to confirm that you have the following resources:

**Hardware**
I understand that I will need access to:

- A PC (IBM Compatible computer) that is a Pentium IV or higher with at least 1 GB RAM
- A working printer connected to my PC
- CD/DVD drive with CD burning capacity
- Access to a computer with the ability to install an operating system and application programs
- Access to a computer with the ability to install hardware peripherals

**Software**
I have legal versions of the following software installed on my PC:

- Microsoft Windows XP Professional OR
  Microsoft Windows Vista Business OR
  Windows 7 Professional
- Microsoft Office XP Professional (includes MS Access) OR
  Microsoft Office 2007 Professional (includes MS Access) OR
  Microsoft Office 2010 Professional (includes MS Access)
- Adobe Acrobat Reader (this can be downloaded from the Internet)
- Up to date Virus Protection Software
- I understand that some units will require downloading and installation of software from the Internet
Internet Access
OTEN uses the Online Learning Support site (OLS) for assessments and additional information. You will also be required to use the internet for research, downloading applications and completing some assessment tasks or quizzes.

OTEN uses email to communicate with you regarding your course and progress. You will be issued with a DET email address after enrolment, however you may choose to provide us with another email address for communication with OTEN. Immediately after enrolment you must log onto the OLS and check your email details. If they are incorrect or change at any time it is your responsibility to update these details.

- I have at least 10 hrs access to the Internet per week (preferably Broadband – ADSL or Wireless)  Yes ☐
- I understand that I must check my email details on the OLS and keep them up to date. Yes ☐
- I understand that I MUST check my e-mail at least once a week Yes ☐
- I understand that I MUST update my personal details, including changes to postal address, phone numbers or email details on the Online Learning Support site Yes ☐

Additional Course Specific Requirements
In addition to the above Resource Requirements, certain units in certain courses will also require additional resources. Please only complete the checklist for the course in which you are proposing to enrol.

Unit ICPMM321 Capture a Digital Image
This unit is in Elective Option 1 for both 19002 and 19004 courses. If you choose this elective group you must have access to:

- A compact digital camera capable of Yes ☐
  - capturing 3 megapixel images
  - Provide adjustment of the camera’s settings either manually or through the use of pre-set settings such as nightshot/sunlight
  - Up to 3 x optical zoom or 3 x digital zoom.
Unit ICAI3021 Connect Internal Hardware Components

This unit is compulsory in course 19004. To complete this unit you must have:

- Access to a computer with the ability to install internal hardware components  
  Yes ☐
- Access to either:
  - A video camera OR  
    Yes ☐
  - A qualified and practising IT professional with at least a Certificate III IT, who is working in the IT industry in a supervisory role, and is able to witness the installation of internal hardware components. This must not be a friend or family member.

DECLARATION:

I have read the IT Certificate III Resource Checklist.  
The information I have provided is true and correct.  
I understand that if I do not meet these requirements I will not be able to complete my IT course with OTEN.

Name: _______________________________ (Please Print full name clearly)

Signature: _______________________________ Date:_______________

Course No: 19002  /  19004  (Circle one)