Pre-enrolment Information

BSB20115
Certificate II in Business
1.0

ICT20115
Certificate II in Information, Digital Media and Technology
3.1
WHY CHOOSE TAFE?

More courses, more qualifications, more places to learn. Full time, part time, on campus, online, in your workplace or any combination of these.

With more than 980 TAFE qualifications to choose from, delivered by five TAFE colleges at campuses right across Western Australia, there are more opportunities than ever for you to make your name.

From Certificate I to Advanced Diploma level, TAFE specialises in combining theory with practical training in industry relevant learning environments. This ensures you are well equipped with the skills you need to enter the workforce, gain a promotion or undertake further study via one of our university pathways upon completion of your qualification.

For more information about TAFE and Central Regional TAFE, check out our website at www.centralregionaltafe.wa.edu.au
# PRE-ENROLMENT INFORMATION

**BSB20115 Certificate II in Business**  
**ICT20115 Certificate II in Information, Digital Media and Technology**

## Course Information

| Course Title                        | BSB20115 Certificate II in Business 1.0  
|-------------------------------------|-----------------------------------------  
|                                     | ICT20115 Certificate II in Information, Digital Media and Technology 3.1  

**BSB20115** - This qualification reflects the role of individuals in a variety of junior administrative positions who perform a range of mainly routine tasks using limited practical skills and fundamental operational knowledge in a defined context. Individuals in these roles generally work under direct supervision.

**ICT20115** - This entry level qualification provides the foundation skills and knowledge to use information and communications technology (ICT) in any industry.

## Packaging Information

### BSB20115
- Total number of units = 12
- 1 core units plus
- 11 elective units of which:

### ICT20115
- Total number of units = 14
- 7 core units plus
- 7 elective units

## Duration

6 months, 1 Semester

## Location

Geraldton

<table>
<thead>
<tr>
<th>Unit of competency (National code and title)</th>
<th>Core or Elective</th>
<th>Prerequisite</th>
<th>Amount of training (For the standard learner, suggested hours may change based on needs of individual learners)</th>
</tr>
</thead>
</table>
| ICTICT202 Work and communicate effectively in an ICT Environment | ICT – C | N/A | • Total 25 Hours  
• 2.5 hrs. x 8 weeks in class delivery  
• 2.5 hrs. x 2 weeks in class assessment  |
| BSBCMM201 Communicate in the workplace | BUS - E | N/A | • Total 20 Hours  
• 2 hrs. x 8 weeks in class delivery  
• 2 hrs. x 2 weeks in class assessment  |
| BSBCUS201 Deliver a service to customers | BUS - E | N/A | • Total 20 Hours  
• 2 hrs. x 8 weeks in class delivery  
• 2 hrs. x 2 weeks in class assessment  |
| BSBWHS201 Contribute health and safety of self and others | BUS – C ICT – C | N/A | • Total 20 Hours  
• 2 hrs. x 8 weeks in class delivery  
• 2 hrs. x 2 weeks in class assessment  |
| BSBSUS201 Participate in environmentally sustainable work practices | BUS - E ICT – C | N/A | • Total 20 Hours  
• 2 hrs. x 8 weeks in class delivery  
• 2 hrs. x 2 weeks in class assessment  |
| ICTXSAS206 Detect and protect from spam and destructive software | ICT – E | N/A | • Total 10 Hours  
• 1 hrs. x 8 weeks in class delivery  
• 1 hrs. x 2 weeks in class assessment  |
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Provider</th>
<th>N/A</th>
<th>Total Hours</th>
<th>Details</th>
</tr>
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<tbody>
<tr>
<td>ICTICT201</td>
<td>Use computer operating systems and hardware</td>
<td>BUS – IE ICT – C</td>
<td>N/A</td>
<td>Total 25 Hours</td>
<td>2.5 hrs. x 8 weeks in class delivery 2.5 hrs. x 2 weeks in class assessment</td>
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<tr>
<td>ICPDMT321</td>
<td>Capture a digital image</td>
<td>BUS – IE ICT – E</td>
<td>N/A</td>
<td>Total 20 Hours</td>
<td>2 hrs. x 8 weeks in class delivery 2 hrs. x 2 weeks in class assessment</td>
</tr>
<tr>
<td>ICTSAS202</td>
<td>Apply problem-solving techniques to routine ICT malfunctions</td>
<td>ICT – E</td>
<td>N/A</td>
<td>Total 15 Hours</td>
<td>1.5 hrs. x 8 weeks in class delivery 1.5 hrs. x 2 weeks in class assessment</td>
</tr>
<tr>
<td>ICTWEB201</td>
<td>Use social media tools for collaboration and engagement</td>
<td>ICT - C</td>
<td>N/A</td>
<td>Total 10 Hours</td>
<td>1 hrs. x 8 weeks in class delivery 1 hrs. x 2 weeks in class assessment</td>
</tr>
<tr>
<td>ICTICT204</td>
<td>Operate a digital Media technology package</td>
<td>ICT - C</td>
<td>N/A</td>
<td>Total 30 Hours</td>
<td>3 hrs. x 8 weeks in class delivery 3 hrs. x 2 weeks in class assessment</td>
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<tr>
<td>BSBITU211</td>
<td>Produce digital text documents</td>
<td>BUS - E ICT - IE</td>
<td>N/A</td>
<td>Total 10 Hours</td>
<td>1 hrs. x 8 weeks in class delivery 1 hrs. x 2 weeks in class assessment</td>
</tr>
<tr>
<td>BSBITU212</td>
<td>Create and use spreadsheets</td>
<td>BUS - E ICT - IE</td>
<td>N/A</td>
<td>Total 10 Hours</td>
<td>1 hrs. x 8 weeks in class delivery 1 hrs. x 2 weeks in class assessment</td>
</tr>
<tr>
<td>ICTICT203</td>
<td>Operate Application Software packages</td>
<td>BUS – IE ICT – C</td>
<td>N/A</td>
<td>Total 30 Hours</td>
<td>3 hrs. x 8 weeks in class delivery 3 hrs. x 2 weeks in class assessment</td>
</tr>
<tr>
<td>BSBITU213</td>
<td>Use digital technologies to communicate remotely</td>
<td>BUS - E ICT - IE</td>
<td>N/A</td>
<td>Total 15 Hours</td>
<td>1.5 hrs. x 8 weeks in class delivery 1.5 hrs. x 2 weeks in class assessment</td>
</tr>
<tr>
<td>ICTICT205</td>
<td>Design basic organisational documents using computing packages</td>
<td>BUS – IE ICT – E</td>
<td>N/A</td>
<td>Total 20 Hours</td>
<td>2 hrs. x 8 weeks in class delivery 2 hrs. x 2 weeks in class assessment</td>
</tr>
<tr>
<td>BSBWOR204</td>
<td>Use Business Technology</td>
<td>BUS - E ICT - IE</td>
<td>N/A</td>
<td>Total 15 Hours</td>
<td>1 hrs. x 8 weeks in class delivery 1 hrs. x 2 weeks in class assessment</td>
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Entry Requirements
Search for your course on our website at www.centralregionaltafe.wa.edu.au and you can find detail on the entry requirements for this course.
Prior to enrolment students must be able to operate a personal computer to the following standard:
1. Start computer, identify system information and features
2. Navigate and manipulate desktop environment
3. Organise files using basic directory and folder structures
4. Print information
5. Shut down computer

Career Pathways
Your course provides you with skills and knowledge to enter the workforce in varied job roles as well as further education. Details can be found on our website at www.centralregionaltafe.wa.edu.au

Course Costs
You will find detailed information about your course costs and how the costs are compiled on the Central Regional TAFE website here: http://www.centralregionaltafe.wa.edu.au/futurestudents/feespaymentoptions
Alternatively, check the drop down box for FEES on your course page on the website which will also have details about the course fees.

Textbooks and Learning Materials
Our physical and online library has a wide range of written and electronic resources useful to your course. You can find our online library on the Central Regional TAFE website at: http://www.centralregionaltafe.wa.edu.au/currentstudents/librarybookshop
For on campus students your learning materials for each unit will be provided to you as you progress through the semester and the price is incorporated in your enrolment fees. If you are enrolled off campus other information about your learning materials and purchases will be provided with your enrolment.
- USB
- Pens, paper, file

Other Course Requirements
Some courses may require you to provide additional resources such as Personal Protective Equipment (PPE) or uniforms. A list is provided below.

Digi Pics Simulated Business
Friday 9:00am to 12:30pm
1. Dress to Business Attire
STUDY OPTIONS

Central Regional TAFE aims to provide varied options for study to suit your needs. Not all courses are available at all campuses in the same way.

The following options are available in this course at this campus. For additional information about flexible study options at all of our campuses please check the courses pages on the Central Regional TAFE website.

Face to Face
- 1 Semester (20 weeks)
- Students are expected to allow a minimum of 3 hours home study time per week.

YOUR TIMETABLE

Geraldton Campus students can locate their Timetables from the myPortal page on the Central Regional TAFE website. You can also subscribe to your timetable so that you can view in your own Calendar. Details on how to subscribe to your Calendar can be found on the myTimetable link in the Student Portal.

TERM 3

START DATE: 24TH JULY 2019

<table>
<thead>
<tr>
<th>TIME</th>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:00am</td>
<td></td>
<td></td>
<td>BSBITU211 Produce digital text documents</td>
<td>IICTCT201 Use computer operating systems and hardware</td>
<td>BSBCUS201 Deliver a service to customers</td>
</tr>
<tr>
<td>12:30pm</td>
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<td>BSBITU202 Create and use spreadsheets</td>
<td>ICTSAS206 Detect and protect from spam and destructive software</td>
<td>BSBWOR204 Use Business Technology</td>
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<td>B005</td>
<td>B005</td>
<td>B041</td>
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<tr>
<td>3:00pm</td>
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12:30 - 1:00 LUNCH BREAK

<table>
<thead>
<tr>
<th>TIME</th>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
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<tbody>
<tr>
<td>1:00pm</td>
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<td>IICTCT203 Operate Application Software packages</td>
<td>ICPDMT321 Capture a digital image</td>
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# PRE-ENROLMENT INFORMATION

**BSB20115 Certificate II in Business**  
**ICT20115 Certificate II in Information, Digital Media and Technology**

## TERM 4

**START DATE: 9TH OCTOBER 2019**

<table>
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<th>TIME</th>
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<th>WEDNESDAY</th>
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<tbody>
<tr>
<td>9:00am</td>
<td></td>
<td></td>
<td>BSBITU213 Use digital technologies to communicate remotely</td>
<td>ICTSAS202 Apply problem-solving techniques to routine ICT malfunctions</td>
<td>BSBSUS201 Participate in environmentally sustainable work practices</td>
</tr>
<tr>
<td>12:30pm</td>
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<td></td>
<td>BSBCCM201 Communicate in the workplace</td>
<td>ICTWEB201 Use social media tools for collaboration and engagement</td>
<td>BSBWHS201 Contribute health and safety of self and others</td>
</tr>
<tr>
<td></td>
<td>B005</td>
<td></td>
<td>B005</td>
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<td>ICTICT202 Work and communicate effectively in an ICT Environment</td>
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<tr>
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<tbody>
<tr>
<td>1:00pm</td>
<td>ICTICT205 Design basic organisational documents using computing packages</td>
<td>ICTICT204 Operate a digital Media technology package</td>
<td>B005</td>
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