

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	
<p>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.</p> <p>ICT20115 - This entry level qualification provides the foundation skills and knowledge to use information and communications technology (ICT) in any industry.</p>			
Packaging Information	<p>BSB20115 Total number of units = 12 1 core units plus 11 elective units of which:</p> <p>ICT20115 Total number of units = 14 7 core units plus 7 elective units</p>		
Duration	6 months, 1 Semester		
Location	Geraldton		
Unit of competency (National code and title)	Core or Elective	Pre-requisite	Amount of training (For the standard learner, suggested hours may change based on needs of individual learners)
ICTICT202 Work and communicate effectively in an ICT Environment	ICT – C	N/A	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Total 20 Hours • 2 hrs. x 8 weeks in class delivery • 2 hrs. x 2 weeks in class assessment
ICTSAS206 Detect and protect from spam and destructive software	ICT – E	N/A	<ul style="list-style-type: none"> • Total 10 Hours • 1 hrs. x 8 weeks in class delivery • 1 hrs. x 2 weeks in class assessment

PRE-ENROLMENT INFORMATION

BSB20115 Certificate II in Business

ICT20115 Certificate II in Information, Digital Media and Technology

ICTICT201 Use computer operating systems and hardware	BUS – IE ICT – C	N/A	<ul style="list-style-type: none"> • Total 25 Hours • 2.5 hrs. x 8 weeks in class delivery • 2.5 hrs. x 2 weeks in class assessment
ICPDMT321 Capture a digital image	BUS – IE ICT – E	N/A	<ul style="list-style-type: none"> • Total 20 Hours • 2 hrs. x 8 weeks in class delivery • 2 hrs. x 2 weeks in class assessment
ICTSAS202 Apply problem-solving techniques to routine ICT malfunctions	ICT – E	N/A	<ul style="list-style-type: none"> • Total 15 Hours • 1.5 hrs. x 8 weeks in class delivery • 1.5 hrs. x 2 weeks in class assessment
ICTWEB201 Use social media tools for collaboration and engagement	ICT - C	N/A	<ul style="list-style-type: none"> • Total 10 Hours • 1 hrs. x 8 weeks in class delivery • 1 hrs. x 2 weeks in class assessment
ICTICT204 Operate a digital Media technology package	ICT - C	N/A	<ul style="list-style-type: none"> • Total 30 Hours • 3 hrs. x 8 weeks in class delivery • 3 hrs. x 2 weeks in class assessment
BSBITU211 - Produce digital text documents	BUS - E ICT - IE	N/A	<ul style="list-style-type: none"> • Total 10 Hours • 1 hrs. x 8 weeks in class delivery • 1 hrs. x 2 weeks in class assessment
BSBITU212 Create and use spreadsheets	BUS - E ICT - IE	N/A	<ul style="list-style-type: none"> • Total 10 Hours • 1 hrs. x 8 weeks in class delivery • 1 hrs. x 2 weeks in class assessment
ICTICT203 Operate Application Software packages	BUS – IE ICT - C	N/A	<ul style="list-style-type: none"> • Total 30 Hours • 3 hrs. x 8 weeks in class delivery • 3 hrs. x 2 weeks in class assessment
BSBITU213 Use digital technologies to communicate remotely	BUS - E ICT - IE	N/A	<ul style="list-style-type: none"> • Total 15 Hours • 1.5 hrs. x 8 weeks in class delivery • 1.5 hrs. x 2 weeks in class assessment
ICTICT205 Design basic organisational documents using computing packages	BUS – IE ICT – E	N/A	<ul style="list-style-type: none"> • Total 20 Hours • 2 hrs. x 8 weeks in class delivery • 2 hrs. x 2 weeks in class assessment
BSBWOR204 Use Business Technology	BUS - E ICT – IE	N/A	<ul style="list-style-type: none"> • Total 15 Hours • 1.5 hrs. x 8 weeks in class delivery • 1.5 hrs. x 2 weeks in class assessment

PRE-ENROLMENT INFORMATION

BSB20115 Certificate II in Business

ICT20115 Certificate II in Information, Digital Media and Technology

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

PRE-ENROLMENT INFORMATION

BSB20115 Certificate II in Business

ICT20115 Certificate II in Information, Digital Media and Technology

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

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
9:00am 12:30pm			BSBITU211 Produce digital text documents BSBITU202 Create and use spreadsheets B005	ICTICT201 Use computer operating systems and hardware ICTSAS206 Detect and protect from spam and destructive software B005	BSBCUS201 Deliver a service to customers BSBWOR204 Use Business Technology B041
12:30 - 1:00 LUNCH BREAK					
1:00pm 3:00pm			ICTICT203 Operate Application Software packages B005	ICPDMT321 Capture a digital image B005	

PRE-ENROLMENT INFORMATION

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

TERM 4

START DATE: 9TH OCTOBER 2019

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
9:00am 12:30pm			BSBITU213 Use digital technologies to communicate remotely BSBCMM201 Communicate in the workplace B005	ICTSAS202 Apply problem-solving techniques to routine ICT malfunctions ICTWEB201 Use social media tools for collaboration and engagement B005	BSBSUS201 Participate in environmentally sustainable work practices BSBWHS201 Contribute health and safety of self and others ICTICT202 Work and communicate effectively in an ICT Environment B041
12:30 - 1:00 LUNCH BREAK					
1:00pm 3:00pm			ICTICT205 Design basic organisational documents using computing packages B005	ICTICT204 Operate a digital Media technology package B005	