

# **CERTIFICATE II IN IT**

## **Content Certificate III:**

- Pre-requisite = 1
- Core Units = 8
- Pre-selected Electives = 6

**Full Time :** 20 weeks

**Part Time:** 2 \* 20 week blocks

## **Multiple start dates**

This course has 3 intakes per year. You will be required to be enrolled in the group before the dual mode class start date. Consideration will be given to late enrolments by phoning Theresa Weber 32445151

## **Certificate II textbooks**

Campion bookstore on the Southbank campus stocks the following:

Publisher: Tertiary Press which is now owned by Pearson Education

Students that have **Microsoft XP and Office 03**

IT Fundamentals 2nd edn 978 0 86458 820 3

Students that have **VISTA AND OFFICE 07**

IT Fundamentals 3rd edn 978 0 86458 856 2

Please note: If you have Office 03 and Vista you are probably best to buy the 2<sup>nd</sup> edition of IT Fundamentals.

## **Student requirements**

You should have access to:

- Internet
- Microsoft office (instruction is currently for Office 03/07 but you can use other versions or even Open Office software)
- Textbook pack that you have purchased for this course



**Queensland**  
Government

## Web Enrolment Form

To enrol online, visit our website at <http://www.southbank.edu.au/howtoenrol>

Then follow the links to Student Self Service.

To enrol you'll need your Delivery Package details as set out below.

**Delivery Package Name:** ICA20105 Certificate II in Information Technology  
(online) FT  
**Delivery Package Number:** 243166A  
**Authorisation code:** U44627

**Program Name:** Cert II Information Technology  
**Plan Name:** 2125 Information Technology

Web enrolments for this delivery package will only be available until **25 January, 2010**

### Enrolment Instructions

1. Read the website terms and conditions.
2. Logon to Student Self Service website. If you have not used the website before, you will need to register for access. Your user id and password will be emailed to you after registering.
3. Click the 'Enrol' link under 'My Academics', read the instructions on each page to take you through your enrolment.
4. At the end of the enrolment process, ensure you print and/or email yourself a copy of the Enrolment Confirmation for your records.
5. If you have paid by credit card, your receipt will be available via the 'Report Manager' link on Student Self Service.
6. Once you are finished using the website, please remember to logout and close the browser window.

For further assistance regarding Internet enrolment contact Southbank Institute of Tech during business hours on .