

# **CERTIFICATE III IN IT (Applications stream)**

## **Content Certificate III:**

- Pre-requisite units = 9
- Core Units = 6
- Specialists Units = 4
- Pre-selected Electives = 4

**Full Time :** 20 weeks

**Part Time:** 2 \* 18 week blocks

## **Pre-requisite units**

If you do not have the 9 pre-requisite units listed on the course brochure you will have to enrol in these nine units so that you can be tested out of these units. The tests are conducted online during the first 2 weeks of your course. If you cannot pass these tests you cannot continue on in the certificate III and will either have to withdraw or swap your enrolment to the certificate II in IT. Please note that the testing process is a series of tests. You should already have the content knowledge to pass these tests before enrolling as teaching of the content is not provided. If you do not have the content knowledge you will have to enrol in the certificate II.

If you already have these 9 units from another place of study you will have to contact the course coordinator ([theresa.weber@southbank.edu.au](mailto:theresa.weber@southbank.edu.au)) so a transfer of credit will be organised. There is no cost for this process.

If you have any questions about this process please contact Theresa Weber **before** enrolling.

## **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 III textbooks**

Campion bookstore on the Southbank campus stocks the following:

If you have Microsoft Vista - IT Essentials 3<sup>rd</sup> edition [Certificate III common core]-  
9781442510760

If you have Microsoft XP - IT Essentials 2<sup>nd</sup> edition [Certificate III common core]-  
9780864588197

If you have Office 03 - Software Essentials [Certificate III specialist stream core]- Mary Broome ; John Olekalns ; Ian Kenny ; Mary Wilson 9780864584908

or

If you have Office 07 - Software Essentials: (Vista and Office 2007), 2e Kellie Hughes;  
Ian Kenny; John Olekalns; Mary Wilson ISBN: 9781442505339

## **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:** ICA30105 Certificate 3 Information Technology  
(Online) APPS PT  
**Delivery Package Number:** 243298A  
**Authorisation code:** 36B834

Please Note: A \$14.00 annual administration charge will be added to your total fees. This includes payment for your Student Identification Card. Please refer to your timetable for classroom locations.

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

Program Name: CIII Information Technology  
Plan Name: 2126 Applications

Web enrolments for this delivery package will only be available until **26 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 .