

CERTIFICATE II IN INFORMATION TECHNOLOGY

Certificate II in Information Technology is concerned with using ICTs to provide practical solutions to real life problems. ICT promotes confident, competent and self motivated users and consumers of ICTs.

This subject will be VET only and students will receive credit for Modules and Certificates only, up to Certificate II.

TOPICS

- Use of computers in industry and commerce
- Use of computers in leisure, recreation and at home
- Computer hardware and software
- Common applications (word processing, spreadsheets, databases, powerpoint, etc)
- Accessing and using the internet
- Multimedia (including graphics)
- Workplace Health & Safety

PREREQUISITE SUBJECTS

Ideally the student must have a 'C' in English and Mathematics. It is an advantage for the student to have demonstrated some success in keyboarding skills and basic computer terminology.

CAREER POSSIBILITIES

Certificate courses in this area equip graduates with knowledge of hardware equipment and software applications used in offices and provide practical business oriented skills. Employment opportunities may include those in an IT-related support role; assistant computer technical officer; and data entry and retrieval officer.

Further education and training may lead to study at a Diploma level. Such courses provide in depth training in website development; maintenance and management; design, establishment and management of complex networks; systems administration and analysis; and design and development of applications programs.

ASSESSMENT

The forms of assessment may include objective & short answer tests, short writing tasks, practical tasks, oral presentations, projects and teacher observation.

Certificate II in Information Technology is a stand-alone Vocational Education and Training (VET) subject. All assessment is competency-based. Competency-based assessment is the process of collecting evidence and making judgments on whether the student can consistently demonstrate knowledge and skill, and the application of that knowledge and skill to the standard of performance required in a workplace.

All competencies achieved will be listed on the Senior Statement. A level of achievement, such as VHA, HA etc, will NOT appear on the Senior Statement.

Students who achieve competency in all Units of Competency over the two years of study will receive **Certificate II in Information Technology**. Students who do not complete all Units of Competency may obtain a Certificate I in Information Technology and/or a Statement of Attainment outlining the Units of Competency successfully completed over the two years of the course.

TEXTBOOK

Applied IT – 2nd edition Kevin Savage (Toowoomba Education Centre)

REQUIREMENTS

Supply of loose A4 ruled paper or A4 exercise book

Queensland Certificate of Education - 4 points

The Australian Quality Training Framework (AQTF) mandates that all Registered Training Organisations (RTOs), of which Wynnum State High School is one, place the following statement on all courses of study that offer nationally recognised vocational certificates.

"The school must have certain teachers and equipment to run this course. If the school loses access to these resources, the school will attempt to provide students with alternative opportunities to complete the course and the related qualification. The school retains the right to cancel the course if it is unable to meet requirements."

