

CERTIFICATE II Applied Digital Technologies

ICT20120

QCE Credits	Up to 4
Availability	Year 11 or 12.
Delivery location	On-Campus.
Registered Training Organisation	Stanthorpe State High School.
Duration	1 year/2 semesters or 2 years/4 semesters.
Units of competency	12
Third party arrangement	Nil.
Vocational placement	Nil required however it is highly recommended that students participate in work experience.
Resource requirements	A laptop that meets school minimum specifications. Access to the internet at home is preferable but not essential. Own set of headphones/earbuds.
Cost	Nil in addition to standard school fees.
Additional or supplementary opportunities	Work experience

This program of learning provides you with the foundation skills and knowledge to use information and communication technology in any industry. Elements covered include operating Microsoft Office software packages, working to meet client needs and operating computer systems and hardware.

Certificate II in Applied Digital Technologies - ICT20120	
BSBSUS211	Participate in sustainable work practices
BSBTEC202	Use digital technologies to communicate in a work environment
BSBWHS211	Contribute to the health and safety of self and others
ICTICT213	Use computer operating systems and hardware
ICTICT214	Operate application software packages
ICTICT215	Operate digital media technology packages
BSBTEC201	Use business software applications
BSBTEC302	Design and produce spreadsheets
BSBTEC303	Create electronic presentations
ICTICT207	Integrate commercial computing packages
ICTSAS214	Protect devices from spam and destructive software
ICTSAS308	Run standard diagnostic testing

CERTIFICATE II Financial Services

FNS20120

QCE credits	Up to 4
Availability	Year 12.
Delivery location	On-Campus
Registered Training Organisation	Stanthorpe State High School.
Duration	1 year/2 semesters
Units of competency	8
Third party arrangement	Nil.
Vocational placement	Nil required however it is highly recommended that students participate in work experience.
Resource requirements	A laptop that meets school minimum specifications.
Cost	Nil in addition to standard school fees.
Additional or supplementary opportunities	Work experience.

This qualification is intended to address the need for increased financial literacy and basic financial skills of entrants wishing to build potential pathways into industry and services. Elements covered include using business software, developing knowledge of budgets, saving plans, superannuation, taxation and financial calculations and transactions.

Certificate II in Financial Services - FNS20120	
BSBCMM211	Apply communication skills
BSBTEC201	Use business software applications
BSBWHS211	Contribute to health and safety of self and others
FNSINC311	Work together in the financial services industry
FNSFLT212	Develop and use a savings plan
FNSFLT213	Develop knowledge of debt and consumer credit
FNSFLT216	Develop knowledge of taxation
FNSFLT215	Develop knowledge of the Australian financial system and markets