



COURSE OUTLINE

CERTIFICATE II IN INFORMATION, DIGITAL MEDIA AND TECHNOLOGY

YEAR 11 2021



The Certificate II in Information, Digital Media and Technology will run over two years. Student results will not be available until they have completed the full certificate and results are verified.

| Term and Week | Topic and key teaching points | Syllabus content | Assessments |
|--|---|--|---|
| <p style="text-align: center;">Term 1 Week 1-2</p> | <p>Skills Strategies induction</p> <p>Bootcamp skills</p> <ul style="list-style-type: none"> ● Activity 1 – Computer systems ● Activity 2 – File formats ● Activity 3 – File management ● Activity 4 – Formal emails | | |
| <p style="text-align: center;">Term 1 Week 3-6</p> | <p>BSBWHS201 – Contribute to the health and safety of self and others</p> <ul style="list-style-type: none"> ● Follow provided safety procedures and instructions when working ● Carry out pre start systems and equipment checks according to workplace procedures ● Follow workplace procedures for responding to emergency incidents ● Identify designated persons to whom queries and concerns about safety in the workplace should be directed ● Identify existing and potential hazards in the workplace, report them to designated persons and record them according to workplace procedures ● Identify and implement WHS procedures and work instructions ● Identify and report emergency incidents and injuries to designated persons according to workplace procedures ● Identify WHS duty holders and their duties for own work area ● Contribute to workplace meetings, inspections and other WHS consultative activities | <p>Elements</p> <ol style="list-style-type: none"> 1. Work safely 2. Implement work safety requirements 3. Participate in WHS consultative processes | <ul style="list-style-type: none"> ● Direct Observation (Hazard Checklist, Identify Safety Signs) ● Structured Assessment Activities (WHS Meeting) ● Questioning (Written) |



COURSE OUTLINE
CERTIFICATE II IN INFORMATION, DIGITAL MEDIA AND TECHNOLOGY
YEAR 11 2021



| | | | |
|---|---|--|--|
| | <ul style="list-style-type: none"> ● Raise WHS issues with designated persons according to organisational procedures ● Take actions to eliminate workplace hazards and reduce risks | | |
| <p>Term 1 Week 7-9</p> <p>Term 2 Week 1-3</p> | <p>ICTICT203 – Operate application software packages</p> <ul style="list-style-type: none"> ● Use safe work practices to ensure ergonomic, work organisation, energy and resource conservation requirements are addressed ● Use wrist rests and document holders where appropriate ● Use monitor anti-glare and radiation reduction screens where appropriate ● Select word-processing software appropriate to perform activity ● Identify document purpose, audience and presentation requirements, and clarify with personnel as required ● Identify organisational requirements for text-based business documents, and design document structure and layout to ensure consistency of style and image ● Match document requirements with software functions to provide efficient production of documents ● Use technical functions, other data and formatting to finalise documents ● Ensure the naming and storing of documents in appropriate directories or folders and the printing of documents to the required specifications ● Select spreadsheet software appropriate to perform activity ● Identify document purpose, audience and presentation requirements, and clarify with personnel as required ● Enter simple formulas and functions using cell referencing where required ● Customise spreadsheet settings to meet requirements | <p>Elements</p> <ol style="list-style-type: none"> 1. Use appropriate workplace health and safety (WHS) office work practices 2. Use appropriate word-processing software 3. Use appropriate spreadsheet software 4. Use a third application software package | <ul style="list-style-type: none"> ● Direct Observation ● Structured Assessment Activities (Presentations) ● Questioning (Written) ● Evidence compiled by lecturer (Portfolio) |

| | | | |
|---|--|--|--|
| | <ul style="list-style-type: none"> • Ensure the naming and storing of documents in appropriate directories or folders and the printing of documents to the required specifications • Select software application package appropriate to perform activity • Identify purpose, audience and presentation requirements, and clarify with personnel as required • Use technical functions, other data and formatting to finalise documents • Ensure documents are named and stored in appropriate directories or folders and printed to required specifications | | |
| | <p>ICTSAS201 – Maintain inventories for equipment, software and documentation</p> <ul style="list-style-type: none"> • Maintain hardware inventory that creates a profile or description of each piece of equipment • Maintain software inventory and update licences as required, particularly when upgrading software • Record and organise storage of user documentation or technical manuals • Store hardware, software and equipment that is not in use, according to technical manuals • Ensure technical documentation is stored securely • Access and disseminate technical documentation as required | <p>Elements</p> <ol style="list-style-type: none"> 1. Document and update inventory 2. Store technical documentation | <ul style="list-style-type: none"> • Direct Observation (Inventory) • Structured Assessment Activities (Report) • Questioning (Written) |
| <p style="text-align: center;">Term 2 Week 4-11</p> | <p>ICTICT201 – Use computer operating systems and hardware</p> <ul style="list-style-type: none"> • Determine ICT organisational requirements and specifications • Identify and select the operating system • Identify appropriate external hardware components • Identify internal hardware components • Install and configure the operating system to meet organisational requirements • Identify functions associated with the operating system and associated boot process | <p>Elements</p> <ol style="list-style-type: none"> 1. Identify operating system and hardware components 2. Install and configure operating system and application software with hardware components 3. Optimise operating system and hardware components | <ul style="list-style-type: none"> • Direct Observation (Install OS, Configure OS) • Structured Assessment Activities (Contact IT Helpdesk) • Questioning (Written) • Evidence compiled by lecturer (WHS Induction Worksheet) • Review of products (poster) |

| | | | |
|--|---|---|--|
| | <ul style="list-style-type: none"> ● Configure power management settings to minimise power consumption, as an environmentally sustainable measure ● Use both the graphical user interface and the command line interface to perform basic tasks ● Install or upgrade application software onto the operating system and hardware configuration ● Determine the relationship between an application program, the operating system and hardware ● Identify general differences between different computer platforms and their respective operating systems ● Optimise operating system, using included tools or third-party utilities ● Customise the graphical user interface ● Use techniques unique to the command line interface ● Set up and configure external hardware components and check functionality ● Install drivers as appropriate and check functionality | | |
| | <p>ICTICT206 – Install software applications</p> <ul style="list-style-type: none"> ● Document client requirements and report to appropriate person ● Act on instructions to meet client requirements, according to organisational requirements ● Investigate and select a software application program that best conforms to requirements and organisational policies ● Obtain application program under instruction from appropriate person ● Determine licensing requirements and record, according to organisational guidelines ● Ensure target computer conforms to the minimum hardware and operating system requirements of the application program | <p>Elements</p> <ol style="list-style-type: none"> 1. Determine software or software upgrade requirements 2. Obtain software or software upgrade 3. Install or upgrade software | <ul style="list-style-type: none"> ● Direct Observation ● Structured Assessment Activities ● Questioning (Written) ● Evidence compiled by lecturer (School Troubleshooting Procedure) ● Review of products (poster) |

| | | | |
|---|---|---|---|
| | <ul style="list-style-type: none"> ● Install new or upgraded software application program according to appropriate person or organisational instructions ● Complete the installation process efficiently and effectively to minimise disruption ● Carry out testing and acceptance, according to organisational guidelines, paying particular attention to possible effect on other systems ● Ensure client requirements are satisfied ● Refer outstanding client issues to appropriate person as necessary | | |
| <p align="center">Term 3 Week 1-9</p> | <p>ICTICT204 – Operate a digital media technology package</p> <ul style="list-style-type: none"> ● Use safe work practices to ensure ergonomic, work organisation, energy and resource conservation requirements are addressed ● Use wrist rests and document holders where appropriate ● Use monitor anti-glare and radiation reduction screens where appropriate ● Identify the basic requirements of a design brief, including user environment ● Research and review suitable available digital media packages ● Select an appropriate digital media package to meet design brief requirements ● Procure or create suitable data to meet requirements of the brief ● Manipulate data using digital media package tools ● Ensure naming and storing of documents in appropriate file format in directories or folders ● Evaluate design for creative, dramatic and technical quality, file size, and suitability to meet the brief ● Test and run any incorporated graphics, video or sound as part of a digital media presentation and present designs in the appropriate format ● Review final product against design brief | <p>Elements</p> <ol style="list-style-type: none"> 1. Use appropriate workplace health and safety (WHS) office work practices 2. Identify and select appropriate digital media package 3. Use digital media package 4. Review digital media design | <ul style="list-style-type: none"> ● Direct Observation (Setting up equipment) ● Structured Assessment Activities (Research, presentations) ● Questioning (Written) ● Evidence compiled by lecturer (Portfolios, photographs, weblinks, etc.) ● Review of products |

| | | | |
|--|--|--|---|
| | <p>ICTWEB201 – Use social media tools for collaboration and engagement</p> <ul style="list-style-type: none"> ● Explain the characteristics of the term ‘social media’ ● Identify different types of social-media tools and applications ● Illustrate some of the issues associated with the use of social media tools and applications ● Select one social media type to review ● Review the most popular tools, and applications, within that social media type ● Itemise the benefits across a range of the most popular tools and applications ● Select the most appropriate social media tool or application ● Identify the social media tools and applications available for possible implementation ● Initiate the preferred social media tools, and applications, for use ● Establish the social media interface, using text and file content ● Initiate social networking interaction ● Test and evaluate tools, and applications, for ease of use ● Present the findings | <p>Elements</p> <ol style="list-style-type: none"> 1. Describe the different types of social media tools and applications 2. Compare different types of social media tools and applications 3. Set up and use, popular social media tools and applications | <ul style="list-style-type: none"> ● Direct Observation (Setting up equipment) ● Structured Assessment Activities (Research, presentations) ● Questioning (Written) ● Evidence compiled by lecturer (Portfolios, photographs, weblinks, etc.) ● Review of products |
| <p align="center">Term 3 Week 10</p> <p align="center">Term 4 Week 1-4</p> | <p>ICTSAS209 – Connect and use a home-based local wireless network</p> <ul style="list-style-type: none"> ● Document client requirements and confirm with appropriate person ● Identify available documentation and technical support options ● Identify the digital devices to be connected to the network and confirm wireless network component requirements ● Take action to ensure client support expectations are covered by vendor warranty and support services | <p>Elements</p> <ol style="list-style-type: none"> 1. Confirm requirements for home office wireless network 2. Prepare for installation 3. Install and configure the wireless router and adapters | <ul style="list-style-type: none"> ● Direct Observation (Practical network set up, documenting customer needs) ● Structured Assessment Activities (Research) ● Questioning (Written) ● Evidence compiled by lecturer (Portfolio) ● Review of products |



COURSE OUTLINE
CERTIFICATE II IN INFORMATION, DIGITAL MEDIA AND TECHNOLOGY
YEAR 11 2021



| | | | |
|--|--|--|--|
| | <ul style="list-style-type: none">• Ensure required work health and safety (WHS) standards are incorporated as part of the installation process• Obtain digital devices and wireless network components• Validate that contents of delivered components and physical contents match the packing list and resolve discrepancies if necessary• Determine internet service provider (ISP) connection properties• Install the wireless router• Configure the wireless router using the router configuration properties• Install the wireless adapters• Configure the wireless fidelity (Wi-Fi) system• Set the security components of the system• Test the security components• Review any updated documentation regarding security issues and the components used | | |
|--|--|--|--|