



COURSE OUTLINE

CERTIFICATE II IN INFORMATION, DIGITAL MEDIA AND TECHNOLOGY

YEAR 12 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 1-4</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 ● 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 	<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 4. Secure the wireless system 	<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

<p align="center">Term 1 Week 5-8</p>	<p>BSBSUS201 – Participate in environmentally sustainable work practises</p> <ul style="list-style-type: none"> ● Identify workplace environmental and resource efficiency issues ● Identify resources used in own work role ● Document and measure current usage of resources using appropriate techniques ● Record and file documentation measuring current usage, using technology (such as software systems) where applicable ● Identify and report workplace environmental hazards to appropriate personnel ● Follow workplace procedures to ensure compliance ● Report breaches or potential breaches to appropriate personnel ● Follow organisational plans to improve environmental practices and resource efficiency ● Work as part of a team, where relevant, to identify possible areas for improvements to work practices in own work area ● Make suggestions for improvements to workplace practices in own work area 	<p>Elements</p> <ol style="list-style-type: none"> 1. Identify current resource use 2. Comply with environmental regulations 3. Seek opportunities to improve resource efficiency 	<ul style="list-style-type: none"> ● Direct Observation (Examine current resource use) ● Structured Assessment Activities (Research how to improve sustainability) ● Questioning (Written)
<p align="center">Term 1 Week 9</p> <p align="center">Term 2 Week 1-6</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 	<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

	<ul style="list-style-type: none"> ● 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>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



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<p style="text-align: center;">Term 2 Week 7-10</p> <p style="text-align: center;">Term 3 Week 1</p>	<p>ICPDMT321 – Capture a digital image</p> <ul style="list-style-type: none">● Camera software compatibility with hardware system is assessed and appropriate software is selected for job● Pixel resolution of camera is matched to required quality and resolution of outcome● RAM capacity of camera is checked to be sufficient for number of images required to be captured● Shutter speed, focal lengths and camera feature modes are assessed as suitable for quality and use of photographic images required● Lithium batteries are handled and stored according to work health and safety (WHS) requirements● Camera is set up for image composition according to job specifications● Lighting is arranged according to job specifications● Light intensity is set for correct exposure● Tone curves are adjusted according to job specifications● Neutral balance of image is arranged and adjusted● Adjustments to image composition and exposure are made● Digital camera is loaded and operated according to manufacturer’s and job specifications appropriate to quality of image to be photographed● File is uploaded on to relevant computer and image saved on hard disk● Photographic image files are created and stored on computer● Photographic images are enhanced, cropped and altered electronically to deliver required image● Photographic images are checked to ensure they meet job brief● Photographic images are delivered using required delivery mode	<p>Elements</p> <ol style="list-style-type: none">1. Assess digital camera qualities2. Set up for image capture3. Preview image4. Photograph and upload digital image	<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
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	<p>CUADIG201 – Maintain interactive content</p> <ul style="list-style-type: none"> ● Confirm frequency of content updates and production deadlines with relevant personnel ● Obtain, access and review content to ensure correct versions ● Confirm existing content to be retained or deleted with relevant personnel ● Check existing links are valid and source replacement links if required ● Check assets are functional and in correct file format and size for inclusion ● Document technical and content issues in accordance with enterprise procedures ● Confirm with relevant personnel that copyright clearance has been obtained on all new content ● Access content management system to upgrade content ● Adopt safe ergonomic practices when using equipment for long periods of time ● Delete closed links and re-establish new site links if available ● Check internal page links and rectify or delete as required ● Import and/or change content material as required and specify appropriate metadata or tags ● Make heading, typographical, caption and image revisions, applying appropriate style sheets and alt tags if required ● Add pages or screens as required, applying appropriate templates or themes ● Submit edited files to server, and check upload was successful ● Advise relevant personnel if new interface designs are required to incorporate additional materials ● Check all content is displayed and functions on server as required 	<p>Elements</p> <ol style="list-style-type: none"> 1. Check content 2. Check links and media assets 3. Update content 4. Test and confirm changes 	<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
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	<ul style="list-style-type: none">• Confirm with relevant personnel that all changes have been made• Store original content securely and file using standard industry conventions		
Term 3 Week 2-8	Catch up on any outstanding work for all Units of Competency		