



## COURSE OUTLINE

### CERTIFICATE II IN APPLIED DIGITAL TECHNOLOGIES

#### YEAR 12 2022



The Certificate II in Applied Digital Technologies 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 1-5</p>	<p><b>CUADIG201 – Maintain interactive content</b></p> <ul style="list-style-type: none"> <li>• Confirm frequency of content updates and production deadlines with relevant personnel</li> <li>• Obtain, access and review content to ensure correct versions</li> <li>• Confirm existing content to be retained or deleted with relevant personnel</li> <li>• Check existing links are valid and source replacement links if required</li> <li>• Check assets are functional and in correct file format and size for inclusion</li> <li>• Document technical and content issues in accordance with enterprise procedures</li> <li>• Confirm with relevant personnel that copyright clearance has been obtained on all new content</li> <li>• Access content management system to upgrade content</li> <li>• Adopt safe ergonomic practices when using equipment for long periods of time</li> <li>• Delete closed links and re-establish new site links if available</li> <li>• Check internal page links and rectify or delete as required</li> <li>• Import and/or change content material as required and specify appropriate metadata or tags</li> <li>• Make heading, typographical, caption and image revisions, applying appropriate style sheets and alt tags if required</li> <li>• Add pages or screens as required, applying appropriate templates or themes</li> </ul>	<p><b>Elements</b></p> <ol style="list-style-type: none"> <li>1. Check content</li> <li>2. Check links and media assets</li> <li>3. Update content</li> <li>4. Test and confirm changes</li> </ol>	<ul style="list-style-type: none"> <li>• Structured Assessment Activities (Create a website checklist)</li> <li>• Direct Observation (Use a link checking application, maintain interactive content)</li> <li>• Questioning (Written knowledge questions)</li> </ul>



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	<ul style="list-style-type: none"> <li>• Submit edited files to server, and check upload was successful</li> <li>• Advise relevant personnel if new interface designs are required to incorporate additional materials</li> <li>• Check all content is displayed and functions on server as required</li> <li>• Confirm with relevant personnel that all changes have been made</li> <li>• Store original content securely and file using standard industry conventions</li> </ul>		
<b>Term 1</b> <b>Week 6-9</b>	<p><b>BSBSUS211 – Participate in sustainable work practices</b></p> <ul style="list-style-type: none"> <li>• Identify sustainable work practices in own work role</li> <li>• Measure current usage of resources in own work role</li> <li>• Record and file resource usage documents</li> <li>• Identify resource inefficiencies from gathered information</li> <li>• Identify and comply with workplace sustainability procedures</li> <li>• Identify workplace environmental hazards according to environmental regulations and standards</li> <li>• Report any breaches and potential breaches to organisational personnel</li> <li>• Identify areas of improvement to work practices in own work area</li> <li>• Consult with colleagues and management to assess potential to improve sustainability of identified work practices</li> <li>• Make suggestions for improvements to workplace practices in own work area</li> </ul>	<p><b>Elements</b></p> <ol style="list-style-type: none"> <li>1. Measure sustainable work practices</li> <li>2. Support sustainable work practices</li> <li>3. Seek opportunities to improve sustainable work practices</li> </ol>	<ul style="list-style-type: none"> <li>• Questioning (Written knowledge questions)</li> <li>• Direct Observation (Examine current resource use)</li> <li>• Structured Assessment Activities (Research how to improve sustainability)</li> </ul>



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<p><b>Term 1</b> <b>Week 10</b></p> <p><b>Term 2</b> <b>Week 1-4</b></p>	<p><b>ICTSAS217 – Connect a home based local wireless network</b></p> <ul style="list-style-type: none"><li>• Document client requirements and confirm with required personnel</li><li>• Identify documentation and technical support options</li><li>• Identify digital devices to be connected to the network and confirm wireless network component requirements</li><li>• Determine and confirm vendor warranty and support services</li><li>• Identify required work health and safety (WHS) standards for installation process</li><li>• Access digital devices and wireless network components</li><li>• Validate contents of delivered components and physical contents match packing list and resolve discrepancies if required</li><li>• Determine internet service provider (ISP) connection properties</li><li>• Install wireless router according to manufacturer specifications</li><li>• Configure wireless router using router configuration properties</li><li>• Install wireless adapters according to manufacturer specifications</li><li>• Configure Wi-Fi system according to router configuration properties</li><li>• Set security components of Wi-Fi system</li><li>• Test security components and connectivity of Wi-Fi system</li><li>• Update documentation regarding security issues and components used</li><li>• Store any unused adapters</li><li>• Dispose of waste following environmental guidelines</li></ul>	<p><b>Elements</b></p> <ol style="list-style-type: none"><li>1. Prepare for installation</li><li>2. Install and configure the wireless router and adapters</li><li>3. Secure the wireless system and finalise connection</li></ol>	<ul style="list-style-type: none"><li>• Questioning (Written knowledge questions)</li><li>• Structured Assessment Activities (Document customer needs, preparing installation)</li><li>• Direct Observation (Installing a virtual home network)</li></ul>
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<p><b>Term 2</b> <b>Week 5-8</b></p>	<p><b>BSBTEC202 – Use digital technology to communicate in a work environment</b></p> <ul style="list-style-type: none"> <li>• Identify purpose for communication, intended audience and content of proposed communication</li> <li>• Identify available digital communication applications by accessing relevant sources of information and clarify with relevant personnel, where required</li> <li>• Select most appropriate application for communication according to available resources and relevant organisational policies and procedures</li> <li>• Access application for sending and receiving digital communications according to organisational policies and procedures</li> <li>• Create outgoing digital communication, check for accuracy and ensure that any required attachments are included according to application requirements and organisational policies and procedures</li> <li>• Identify urgent, confidential, personal, suspicious or dangerous digital communication and take appropriate action, clarify with relevant stakeholder, where required</li> <li>• Access and identify most appropriate action in response to incoming digital communications, according to organisational policies and procedures</li> <li>• Follow established security levels and filters for incoming digital communications according to organisational policies and procedures</li> <li>• Assist relevant personnel to create plan for monitoring and maintaining digital communications across multiple applications according to organisational policies and procedures</li> <li>• Store digital communications and attachments according to organisational policies and procedures</li> <li>• Archive or permanently delete digital communications according to organisational policies and procedures</li> </ul>	<p><b>Elements</b></p> <ol style="list-style-type: none"> <li>1. Identify purpose and methods of digital communication</li> <li>2. Implement procedures to send and receive digital communications</li> <li>3. Assist with managing digital communications</li> </ol>	<ul style="list-style-type: none"> <li>• Questioning (Written knowledge questions)</li> <li>• Structured Assessment Activities (Plan digital communication, examine emails, monitor incoming emails)</li> <li>• Portfolio (creating and sending emails)</li> </ul>
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	<ul style="list-style-type: none"> <li>• Create methods for communicating electronically with targeted groups of stakeholders as relevant to organisation</li> </ul>		
<p><b>Term 2</b> <b>Week 9-10</b></p> <p><b>Term 3</b> <b>Week 1-3</b></p>	<p><b>ICTICT215 – Operate a digital media technology package</b></p> <ul style="list-style-type: none"> <li>• Set up workstation according to work health and safety standards and organisational requirements</li> <li>• Identify requirements of design brief and user environment</li> <li>• Determine required digital media package</li> <li>• Determine required data set according to task requirements</li> <li>• Manipulate and adapt data according to task requirements</li> <li>• Incorporate graphics, moving images and sound according to task requirements</li> <li>• Name and save document in file and folder</li> <li>• Test digital media presentation incorporated graphics, moving images and sound</li> <li>• Present digital media package to required personnel</li> <li>• Seek and respond to digital media package presentation feedback from required personnel</li> <li>• Review final product against design brief and obtain final sign off from required personnel</li> </ul>	<p><b>Elements</b></p> <ol style="list-style-type: none"> <li>1. Prepare to operate a digital media package</li> <li>2. Operate digital media package</li> <li>3. Review digital media design</li> </ol>	<ul style="list-style-type: none"> <li>• Questioning (Written knowledge questions)</li> <li>• Structured Assessment Activities (Plan a digital media production)</li> <li>• Direct Observation (Create a digital media product)</li> </ul>