

CERTIFICATE II IN INFORMATION, DIGITAL MEDIA AND TECHNOLOGY

(VET SUBJECT)



NATIONALLY RECOGNISED
TRAINING

SUBJECT: Certificate II in Information, Digital Media and Technology	QCE STATUS: Core QSA STATUS: VET (Vocational Education & Training)
DEPARTMENT: Information Technology	QCE POSSIBLE CREDITS: 4 (based on completing all 14 units of competency)
SUBJECT LEVY: N/A	Certificate Name: ICA20111 Certificate II in Information, Digital Media and Technology

PREREQUISITE SUBJECTS

Some background knowledge of computers would be of some advantage however it is not essential. Most students should be able to achieve competency with consistent application to study.

RATIONALE

Certificate II in Information, Digital Media and Technology provides the foundation ICT skills and knowledge for general computing and employment qualifications which can be applied to a range of roles. Students will be involved continuously in using technologies competently, safely and ethically to become confident and competent users and consumers of information technology.

COURSE AIMS

Certificate II in Information, Digital Media and Technology aims to help students gain:

- skills and knowledge as used in an information technology/office environment
- ability to use a range of software tools to complete typical office tasks
- improved ability to communicate, access and present data, using information technology
- valuable employability skills.

COMPETENCIES

BSBSUS201A	Participate in environmentally sustainable work practices
BSBITU302B	Create electronic presentations
BSBOHS201A	Participate in OHS Processes
ICAICT201A	Use computer operating systems and hardware
ICAICT206A	Install software applications
ICAICT202A	Work and communicate effectively in an IT environment
ICASAS206A	Detect and protect from spam and destructive software
ICASAS202A	Apply problem-solving techniques to routine IT malfunctions
ICAICT204A	Operate digital media technology package
ICAICT203A	Operate application software
ICAICT205A	Design basic organisational documents using computing packages
ICAICT207A	Integrate commercial computing packages
ICAWEB201A	Use social media tools for collaboration and engagements
BSBITU201A	Produce simple word processed documents

ASSESSMENT

There will be an emphasis on practical assessment tasks, with students permitted a number of attempts to gain competency. A variety of assessment formats will be used including:

- Folio of work
- Practical tasks
- Teacher observation and questioning
- Oral presentation or role play
- Self and peer assessment
- Third party observation checklist

COSTS / ESSENTIAL EQUIPMENT

It is essential that students participate in the take-home laptop scheme. See the school website for more details. Enter "*laptop*" in the search box.

CAREER OPTIONS/FURTHER STUDY

The course provides foundation general computing and employment skills that enable participation in an information technology environment in any industry. Students should be able to undertake roles such as office assistant or to work in records management at a junior level. This subject will benefit students intending to work in a small business or office environment, or considering a TAFE course at the end of year 12.