

ICT20115

2018 Certificate II in Information, Digital Media and Technology - Program Delivery

School	Teacher's Name/s	Qualification	Delivery Period
		ICT20115 Certificate II in Information, Digital Media and Technology	1 year

UoC Code	UoC Title	AICT Portal	Nominal Hours
Core Units			
ICTICT201	Use computer operating systems and hardware	T1 M1	30
BSBWHS201	Contribute to health and safety of self and others	T1 M2	15
ICTICT203	Operate application software packages	T1 M2	60
ICTICT202	Work and communicate effectively in an ICT environment	T2 M3	30
BSBSUS201	Participate in environmentally sustainable work practises	T3 M4	10
ICTICT204	Operate a digital media technology package	T2 M6	40
ICTWEB201	Use social media tools for collaboration and engagement	T2 M6	20
Electives			
ICTICT302	Install and optimise operating systems	T1 M1	20
ICTICT206	Install software applications	T1 M1	15
ICTSAS202	Apply problem-solving techniques to routine ICT malfunctions	T2 M3	20
ICTSAS208	Maintain ICT equipment and consumables	T2 M3	20
ICTNWK304	Administer network peripherals	T3 M4	20
BSBWHS304	Participate effectively in WHS communication and consultation process	T1 M2	40
ICTSAS209	Connect and use a home-based local wireless network	T4 M5	30

= 7 core and 7 electives - utilising 3 at the Certificate III level

Total of 14 Units of Competence taught in 2 semesters.

Suggested Course Delivery 1 Year Duration

Term 1	Module 01 - Operating Systems and Hardware	Term 1 Weeks 1-7
	Module 02 - WHS + MS Office Software Packages	Term 1 Weeks 8-10
Term 2	Module 02 - WHS + MS Office Software Packages	Term 2 Weeks 1-9
	Module 03 - Intro to IT Helpdesk, Customer Service and Business Etiquette	Term 2 Weeks 10
Term 3	Module 03 - Intro to IT Helpdesk, Customer Service and Business Etiquette	Term 3 Weeks 1-7
	Module 04 - Administer Peripherals Sustainably	Term 3 Weeks 8-10
Term 4	Module 05 - Build a Wireless Network	Term 4 Weeks 1-3
	Module 06 - Use Social and Digital Media Tools	Term 4 Weeks 4-10

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AICT Subject Units

2018 CII IDMT Term 1	
<p>Module 01 – Operating Systems and Hardware</p> <p>Learn the basics of computer hardware and architecture then install and configure an operating system and useful software to a client’s requirements for optimal use.</p> <p>*ICTICT201 *ICTICT302 *ICTICT206</p>	<p>Module 02 – WHS + MS Office Software Packages</p> <p>Use the MS Office Software package to create documents and templates for Work Health Safety administration.</p> <p>*BSBWHS201 *ICTICT203 *BSBWHS304</p>

2018 CII IDMT Term 2	
<p>Module 02 – WHS + MS Office Software Packages CONTINUED</p> <p>Use the MS Office Software package to create documents and templates for Work Health Safety administration.</p> <p>*BSBWHS201 *ICTICT203 *BSBWHS304</p>	<p>Module 03 – Intro to IT Helpdesk, Customer Service and Business Etiquette</p> <p>As a new recruit on the Five Stones Help-desk you can now employ your many Operating System trouble-shooting techniques and learn other new ones!</p> <p>*ICTICT202 *ICTSAS202 *ICTSAS208</p>

2018 CII IDMT Term 3	
<p>Module 03 – Intro to IT Helpdesk, Customer Service and Business Etiquette CONTINUED</p> <p>As a new recruit on the Five Stones Help-desk you can now employ your many Operating System trouble-shooting techniques and learn other new ones!</p> <p>*ICTICT202 *ICTSAS202 *ICTSAS208</p>	<p>Module 04 – Administer Peripherals Sustainably</p> <p>You have been recruited to the office Sustainability Taskforce! You will investigate current printing practises for wastefulness and set in place new measures for better sustainability.</p> <p>*BSBSUS201 *ICTNWK304</p>

2018 CII IDMT Term 4	
<p>Module 05 – Build a Wireless Network</p> <p>Having learned some new skills in the basics of networking in your role with Five Stones your parents have recruited you to build them a wireless network for their house.</p> <p>*ICTSAS209</p>	<p>Module 06 – Use Social and Digital Media Tools</p> <p>Your employer Five Stones is looking to increase their exposure to their current clientele and reach out to possible new clientele by way of social media – you are tasked with creating and posting to the company social media page.</p> <p>*ICTWEB201 *ICTICT204</p>