



BUNDABERG STATE HIGH SCHOOL
VOCATIONAL EDUCATION AND TRAINING (VET) PROGRAMS

RTO Name: Bundaberg State High School	RTO NO: 30038
VET Course Name: Certificate II in Information, Digital Media and Technology	VET Course Code: ICT20115

BSHS Subject Name	Years	Subject Code	OP	QCE Credits	VET	Pre-requisite
Certificate II in Information, Digital Media and Technology	11/12	VIN	-	4	YES	-

Head of Department: Mr Philip McLennan

Course Outline:

This course provides access for students to complete Certificate II in Information, Digital Media and Technology from the Information and Communications Technology Training Package ICA20115 and is a nationally recognised qualification.

This course gives students an understanding of fundamental Information and Communications Technology skills and provides them with opportunities for development of appropriate life skills to assist them in their transition from school to work within any industry and environment and as responsible, contributing members in the community.

Course Content:

Certificate II in Information, Digital Media and Technology			
Students are required to complete 14 Units of Competency – 7 Core Units and 7 Electives Unit from those listed below.			
Core		Elective	
BSBWS201	Contribute to health and safety of self and others	ICTICT205	Design basic organisational documents using computing packages
ICTICT201	Use computer operating systems and hardware	ICTICT206	Install software applications
ICTICT202	Work and communicate effectively in an ICT environment	ICTICT207	Integrate commercial computing packages
ICTICT203	Operate application software packages	ICTSAS206	Detect and protect from spam and destructive software
ICTICT204	Operate a digital media technology package	ICTSAS301	Run standard diagnostic tests
ICTWEB201	Use social media tools for collaboration and engagement	BSBITU302	Create electronic presentations
			BSBITU201 Produce simple word processed documents

Students may gain recognition for skills that they have acquired from other subjects/courses to complete some Units of Competency.



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Assessment Outline:

This is a competency based course. Students will have a number of opportunities (generally three) to demonstrate that they can competently complete the set activities over the course of study.

Students are assessed using a variety of techniques such as folios of work, in-class tests, scenario based activities, internet activities, simulated workplace activities, projects and teacher observation.

Career Pathways:

This course provides students with the skills to proceed to Certificate III in Information, Digital Media and Technology and/or a range of other Certificate III qualifications and/or work within any industry requiring skills in information and communications technology.

Potential Activities:

Students will be provided with the opportunity to complete tasks within a simulated working environment. These tasks include but are not limited to working with Microsoft Word, Excel, PowerPoint and Access. Students also investigate and use various workplace communication tools and digital equipment. In addition, students implement correct occupational health and safety standards in relation to office workplace practices.

Costs:

There are no additional costs involved in this course. Students, through their resource hire fee, have access to the photocopied class materials, internet, email facilities, required texts, software and hardware.

Student Requirements:

There are no prerequisites for this course. This course is designed for students who have an interest in the information and communications technology area. Students will require a computer to successfully study this course.

Student Information:

Bundaberg State High School does not guarantee that students will complete their qualification or Units of Competencies, however at Bundaberg State High School VET tracking/case-management of students is in place as a checking system to see that student are progressing towards completions. We encourage parent and student communication in this process. We also do not guarantee an employment outcome upon completion. Qualifications must be completed in a manner that meet the VET Standards for RTO's 2015.

All information is correct at time of publication but subject to change.