

VET ICT20120 Certificate II in Applied Digital Technologies

LEARNING@FAITH

Staff Hub

Staff Help

MY SUBJECTS

Certificate III in Entrepreneurship and New Business (2023) (RTORENT1)

Certificate II in Community Services [2023 intake] (RTORCOM1)

FAVOURITE GROUPS

Adobe Connect Pilot

Improvements: Suggestion Box

Parent Advisory Group

Staff help-External Audits

VET Information

VET Information & Policies

MY LINKS

Cert II in Applied Digital technologies

Course Homepage Banner



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Course Description

This Course teaches foundation IT skills required in any career or profession. Students will learn a variety of software programs using the Google suite, as well as how to combine programs to produce mail merge documents, reports and bulk emails. Students will also learn how to answer a customer inquiry and record the inquiry and results in a database. Students will learn to organise and save files on local and Cloud drives, as well as convert documents into multiple formats.

Attendance at the 1 hour Tutorial online on Wednesday at 1pm is mandatory. Students may attempt to complete evidence tasks prior to the online class on that topic using provided offline material and guides. Once students have successfully submitted the first 5 tasks AND been approved by the Trainer, attendance becomes voluntary. Students are expected to submit a minimum of 1 task a week but may submit more tasks per week and complete early.

Students receive a nationally recognised qualification on completion. In addition, Students receive up to 4 points towards the QCE for this training.

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Key Activities

Term 1 Course Commences. 1 hour Online tutorials then self-paced once approved by Trainer. Students may enroll late.

Term 2 Use a variety of software and applications

Term 3 Answer and record a customer inquiry

Term 4 Collaborate with another student on environmentally sustainable practices

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Course Structure

Weekly Tutorial

Attendance at the 1 hour Tutorial online on Wednesday at 1.45pm is mandatory. Students may attempt to complete evidence tasks prior to the online class on that topic using provided online material and guides. Once students have successfully submitted the first 5 tasks AND been approved by the Trainer, attendance becomes voluntary. Students are expected to submit a minimum of 1 task a week but may submit more tasks per week and complete early.

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Work Space

Students should set up a clear and quiet workspace with consideration of [Government working from home](#) guidelines.

To attend online tutorial sessions students will need an environment free from distractions, and a computer with an Internet connection. The computer must include audio, a microphone. a webcam is optional for Cert II courses.

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Required Equipment

A headset with a microphone is mandatory. You will need a Smartphone to take photos and screenshots of some assignments. A webcam or Smartphone is also required for the collaboration task to record yourself and a partner. The Smartphone does not require a sim card and may still upload photos while accessing your home wifi network. Contact IT Support if you need more information on this.

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Contact Details

Course Trainer - **Josh Mcpherson** 07 3290 6236
Administration - Mary-Jane Dunnett 0435 560 940
RTO Manager - Mark Dunnett 0478 196 193
Course Marker/Admin Catherine Stuart-Adams 0430 043 388

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Work Experience ^

Students are not required to undertake any work experience for this course.

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Course Units ^

BSBSUS211 Participate in sustainable work practices

BSBTEC202 Use digital technologies to communicate in a work environment

BSBWHS211 Contribute to the health and safety of self and others

ICTICT213 Use computer operating systems and hardware

ICTICT214 Operate application software packages

ICTICT215 Operate digital media technology packages

BSBTEC203 Research using the Internet

ICTICT224 Integrate commercial computing package

ICTICT216 Design and create basic organisational documents

BSBPEF202 Plan and apply time management

ICTICT219 Interact and resolve queries with ICT clients

ICTSAS214 Protect devices from spam and destructive software

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Course Costs ^

Enrolled Faith Students \$200

External Students \$1000

Commercial Cost \$3000-\$4500

It is not just about the cost. This course is specifically designed for school students, to fit in school times with appropriate tasks and examples, taught from a Christian world-view.

* Please note if you withdraw from Faith and wish to continue with the Cert II in Applied Digital Technologies you will need to pay the external fee minus fees already paid for this course.

* If you do not complete your course in a 12 month period you may be charged a new enrolment fee.

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