

CERTIFICATE II Applied Digital Technologies

ICT20120

QCE Credits	Up to 4
Availability	Year 10, 11 or 12.
Delivery location	On-Campus.
Registered Training Organisation	Stanthorpe State High School.
Duration	1 year/2 semesters.
Units of competency	12
Third party arrangement	Nil.
Vocational placement	Nil required however it is highly recommended that students participate in work experience.
Resource requirements	A laptop that meets school minimum specifications. Access to the internet at home is preferable but not essential. Own set of headphones/earbuds.
Cost	Nil in addition to standard school fees.
Additional or supplementary opportunities	Work experience

This program of learning provides you with the foundation skills and knowledge to use information and communication technology in any industry. Elements covered include operating Microsoft Office software packages, working to meet client needs and operating computer systems and hardware. The qualification is designed for those developing the necessary digital and technology skills in preparation for work or further study.

Certificate II in Applied Digital Technologies - ICT20120	
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
BSBTEC201	Use business software applications
BSBTEC302	Design and produce spreadsheets
BSBTEC303	Create electronic presentations
ICTICT224	Integrate commercial computing packages
ICTSAS214	Protect devices from spam and destructive software
ICTSAS308	Run standard diagnostic testing