



ICT20120 Certificate II in APPLIED DIGITAL TECHNOLOGIES

This course is designed to equip students with the essential skills and knowledge required to thrive in modern business environments. The course encompasses a wide range of units that focus on developing both soft skills and technical competencies.

CLUSTER PROVIDER

AGA Deer Park

RTO

AGA (3829)

DAY & TIME

Year 1 Wednesday TBC

VCE: Up to six VCE VET units at Units 1 and 2 level.

VCE-VM: This program will contribute to the 180 hours requirement of the VCE-VM.

UNIFORM: Students will be provided with an AGA uniform.

ORIENTATION: For students enrolled in Units 1 & 2, a compulsory orientation will be held in Term 4.

Code	VCE VET UNITS 1 & 2	Hours
BSBOPS201	Work effectively in business environments	30
BSBTEC202	Use digital technologies to communicate in a work environment	20
ICTICT215	Operate digital media technology packages	40
ICTICT213	Use computer operating systems and hardware	60
BSBSUS211	Participate in sustainable work practices	20
BSBTEC303	Create electronic presentations	20
BSBWHS211	Contribute to the health and safety of self and others	20
Code	VCE VET UNITS 3 & 4	Hours
ICTICT214	Operate application software packages	60
BSBPEF202	Plan and apply time management	20
BSBCRT201	Develop and apply thinking and problem-solving skills	30
ICTICT216	Design and create basic organisational documents	40
BSBTEC201	Use business software applications	60

OTHER INFORMATION: Year 2 includes a year-long project where students will create a portfolio of various workplace documents and digital works using three different software application packages.

Students are required to bring a laptop to every class.