



JAN26
RTOID#: 20855

ICT20120 CERTIFICATE II IN **APPLIED DIGITAL TECHNOLOGIES**



(RELEASE 2)

This qualification is suited to individuals who are building essential digital skills for work, training, or everyday use. It supports learners to develop practical knowledge in using digital technologies, working with common software applications, and following digital processes in a workplace setting. The course is delivered in a structured environment, supporting learners to develop confidence and capability while working under guidance.

DELIVERY

Online through our custom learning management system. Students will be actively supported and mentored through your studies and can access our training hub for further support.

DURATION

Flexible study options with enrolments being valid for up to 12 months.

EMPLOYMENT

Career Pathways within this industry include:

- Office Assistant
- Administration Support
- Workplace Support Assistant

UNITS OF COMPETENCY

Our program is structured with the following units of competency:

SEMESTER ONE

BSBTEC203 Research using the internet
BSBTEC303 Create electronic presentations
BSBWHS211 Contribute to the health and safety of self and others
BSBSUS211 Participate in sustainable work practices
BSBTEC202 Use digital technologies to communicate in a work environment
BSBTEC201 Use business software applications

SEMESTER TWO

BSBTEC101 Operate digital devices
ICTICT213 Use computer operating systems and hardware
ICTICT214 Operate application software packages
ICTICT215 Operate digital media technology packages
BSBPEF201 Support personal wellbeing in the workplace
BSBOPS201 Work effectively in business environments

ENTRY REQUIREMENTS

It is a government requirement that all students completing this course have a unique student identifier (USI). To commence this course students should register for a USI via www.usi.gov.au

Students will also require:

- Access to a computer, tablet or smartphone
- Personal email address
- Access to reliable internet connection
- Basic digital literacy skills
- Meet language, literacy and numeracy requirements
- PDF reader (for example Adobe Acrobat)
- Access to the MS Office suite (or equivalent)
- Motivation and capability to study course material and complete assessment activities

GETTING STARTED

Give us a call on 1300 471 660, email us on admin@keyinstitute.com.au or visit our website keyinstitute.com.au today.