

# Year 11 ICT20120 Certificate II in Applied Digital Technologies

## Work rate calendar (WRC) 2024

Term 1

All students are expected to participate in all online lessons and complete all assessment as outlined in this **Work rate calendar**.

Teachers may adjust topics, class work, assessment and submission dates. Adjustments will be communicated via QLearn or during lessons.

Assessment				
<b>Supervised assessment</b>		Summative exams are to be supervised by the student's official exam supervisor.		
<b>Non-supervised assessment</b>		Students must sign declaration of academic integrity.		
Week	Dates	Unit	Topic	Class work / Assessment to be submitted
1	22 Jan – 26 Jan	Module 1: System Software	Monday 22 January — Welcome calls for students: Prep – Year 12	<b>Computer use self-evaluation and course orientation activities</b> <b>Submit VET Agreement with USI</b>
			Wednesday 24 January — Learning for success: Prep – Year 12	
			Friday 26 January — Australia Day Holiday	
			<b>Course introduction</b> VET & Certificate II in Applied Digital Technologies orientation	
2	29 Jan – 2 Feb		<b>Choosing an operating system</b> Hardware and system requirements of an operating system	<b>Training Activity T1.1</b>
3	5 Feb – 9 Feb		Friday 9 February — Senior orientation day: Years 10–12	<b>Training Activity T1.2</b>
			<b>Installing an operating system</b> Virtual machines; installing an operating system; setting up hardware; installing system software	
4	12 Feb – 16 Feb		<b>Customising settings</b> Customising system settings; Installing applications	<b>Training Activity T1.3</b>
5	19 Feb – 23 Feb		<b>Operating system interfaces</b> Customising the GUI; Using the command line	<b>Training Activity T1.4</b>
6	26 Feb – 1 Mar		<b>Assessment 1a (A1a)</b> System setup A1aFOL folio of work A1aQUES questions	<b>A1aFOL and A1aQUES</b> Due Friday 1 March 5:00 pm
7	4 Mar – 8 Mar	<b>System security</b> Types of destructive software; preventative software; running scans	<b>Training Activity T1.5</b>	
8	11 Mar – 15 Mar	<b>Email security</b> Email risks; spam and phishing; filters and quarantine	<b>Training Activity T1.6</b>	
9	18 Mar – 22 Mar	<b>Exams: Year 11</b> Monday 18 March – Friday 22 March	<b>A1bFOL and A1bQUES</b> Due Friday 22 March 5:00 pm	
		<b>Assessment 1b (A1b)</b> System security A1bFOL folio of work A1bQUES questions		
10	25 Mar – 29 Mar	Thursday 28 March — Cross country / Fun run: Prep – Year 12	<b>Resubmissions/competency conversations/observations</b>	
		Friday 29 March — Good Friday		
		<b>Assessment 1</b> Resubmissions/competency conversations/observations		

Disclaimer: Information contained in this document is correct at time of publishing.

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## Work rate calendar (WRC) 2024

### Term 2

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Assessment				
Supervised assessment		Summative exams are to be supervised by the student's official exam supervisor.		
Non-supervised assessment		Students must sign declaration of academic integrity.		
Week	Dates	Unit	Topic	Class work / Assessment to be submitted
1	15 Apr – 19 Apr	Module 2: Application Software	<b>Word processing</b> Styles, header & footer, lists, tables	Training Activity T2.1
2	22 Apr – 26 Apr		Thursday 25 April — Anzac Day <b>Spreadsheets</b> Tables, number formatting, simple formulas and functions, simple charts	Training Activity T2.2
3	29 Apr – 3 May		<b>Importing and exporting</b> Save formats; CSV files; working with images; linking and embedding	Training Activity T2.3
4	6 May – 10 May		Monday 6 May — Labour Day <b>Mail merge goes beyond letters</b> Applying the mail merge concept to a range of text types	Training Activity T2.4
5	13 May – 17 May		<b>PowerPoint goes beyond slideshows</b> Applying PowerPoint to a range of presentation modes	Training Activity T2.5
6	20 May – 24 May		<b>Planning presentations</b> Presentation and slide design; slide masters; considering organisational requirements	Training Activity T2.6
7	27 May – 31 May		<b>Appealing to your audience</b> Visual effects; custom shows; notes and handouts; save formats	Training Activity T2.7
8	3 Jun – 7 Jun		<b>Assessment 2a (A2a)</b> Spreadsheets, word processing and integrating software A2aFOL folio of work A2aQUES questions	<b>A2aFOL and A2aQUES</b> Due Friday 14 June 5:00 pm
9	10 Jun – 14 Jun		Monday 10 June – Thursday 13 June — School camp: Year 11 <b>Assessment 2b (A2b)</b> Designing and creating presentations	<b>A2bFOL and A2bQUES</b> Due Friday 21 June 5:00 pm
10	17 Jun – 21 Jun		A2bFOL folio of work A2bQUES questions Friday 21 June — Athletics carnival / Sports day: Prep – Year 12	

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## Work rate calendar (WRC) 2024

### Term 3

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Assessment				
<b>Supervised assessment</b>		Summative exams are to be supervised by the student's official exam supervisor.		
<b>Non-supervised assessment</b>		Students must sign declaration of academic integrity.		
Week	Dates	Unit	Topic	Class work / Assessment to be submitted
1	8 Jul – 12 Jul	Module 3: Safety and Sustainability	<b>Assessment 2</b> Resubmissions/competency conversations/observations	<b>Resubmissions/competency conversations/observations</b>
2	15 Jul – 19 Jul		<b>Sustainable: It's the law</b> Introduction to environmental sustainability; environmental breaches; Legislation	Training Activity T3.1
3	22 Jul – 26 Jul		<b>Measuring resource use</b> Identifying resources and tracking your use	Training Activity T3.2
4	29 Jul – 2 Aug		<b>Improving resource use</b> Improving the use of resources in your workplace	Training Activity T3.3
5	5 Aug – 9 Aug		<b>Assessment 3a (A3a)</b> Sustainable workplaces A3aFOL folio of work A3aQUES questions	<b>A3aFOL and A3aQUES</b> Due Friday 9 August 5:00 pm
6	12 Aug – 16 Aug		Wednesday 14 August — Royal Queensland (Ekka) Show Holiday <b>Hazards in the workplace</b> Identifying, classifying and reporting hazards	Training Activity T3.4
7	19 Aug – 23 Aug		<b>Making workplaces safer</b> Implementing control measures	Training Activity T3.5
8	26 Aug – 30 Aug		Friday 30 August — Student free day <b>Workplace incidents</b> Responding to and reporting incidents in the workplace	Training Activity T3.6
9	2 Sept – 6 Sept		<b>WH&amp;S people and processes</b> WH&S roles in the workplace; following WH&S processes	Training Activity T3.7
10	9 Sept – 13 Sept		<b>Exams: Year 11</b> Monday 9 September – Thursday 12 September Friday 13 September — Connect excursion: Years 10–12 <b>Assessment 3b (A3b)</b> Safe workplaces A3bFOL folio of work A3bQUES questions	<b>A3bFOL and A3bQUES</b> Due Friday 13 September 5:00 pm

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## Work rate calendar (WRC) 2024

**Term 4**

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Assessment				
<b>Supervised assessment</b>		Summative exams are to be supervised by the student's official exam supervisor.		
<b>Non-supervised assessment</b>		Students must sign declaration of academic integrity.		
Week	Dates	Unit	Topic	Class work / Assessment to be submitted
1	30 Sept – 4 Oct	Competency conversations/Observations	<b>Assessments 1 - 3</b> Resubmissions/competency conversations/observations, as advised by assessor	<b>Resubmissions/competency conversations/observations</b>
2	7 Oct – 11 Oct		Monday 7 October — King's Birthday Holiday <b>Assessments 1 - 3</b> Resubmissions/competency conversations/observations, as advised by assessor	<b>Resubmissions/competency conversations/observations</b>
3	14 Oct – 18 Oct		<b>Assessments 1 - 3</b> Resubmissions/competency conversations/observations, as advised by assessor	<b>Resubmissions/competency conversations/observations</b>
4	21 Oct – 25 Oct		<b>Assessments 1 - 3</b> Resubmissions/competency conversations/observations, as advised by assessor	<b>Resubmissions/competency conversations/observations</b>
5	28 Oct – 1 Nov		<b>Assessments 1 - 3</b> Resubmissions/competency conversations/observations, as advised by assessor	<b>Resubmissions/competency conversations/observations</b>
6	4 Nov – 8 Nov		<b>Assessments 1 - 3</b> Resubmissions/competency conversations/observations, as advised by assessor	<b>Resubmissions/competency conversations/observations</b>
7	11 Nov – 15 Nov		<b>Assessments 1 - 3</b> Resubmissions/competency conversations/observations, as advised by assessor	<b>Resubmissions/competency conversations/observations</b>
8	18 Nov – 22 Nov		<b>Exams: Year 11</b> Monday 18 November – Friday 22 November Friday 22 November — Aquatic carnival: Prep – Year 11 Friday 22 November — Final day: Years 10–11	
9	25 Nov – 29 Nov			
10	2 Dec – 6 Dec			
11	9 Dec – 13 Dec			