



Semester 2, 2008

**ICT Enrolment Information Book with
Booklists**

C857 Certificate II in Information Technology
C858 Certificate III in Information Technology
C861 Certificate IV in Website Design/Admin
C862 Certificate IV Network Management
C863 Certificate IV Programming
C870 Diploma Network Engineering
C872 Diploma of Information Technology Website
Development
C873 Diploma Programming



Information Technology
West Coast TAFE
Joondalup Campus
35 Kendrew Crescent
JOONDALUP WA 6027
Telephone: (08) 9233 1821



Dear Student

Congratulations on choosing the ICT section at Joondalup Campus for your Fulltime studies – the first step to becoming a self-directed, life-long learner. The methods of studying at Joondalup will assist you to develop a wide range of skills that will enable you to become a valuable IT Graduate.

The IT courses operate in a comprehensive mix of methods. You will be involved in workshops, facilitation and independent study.

There is a mandatory induction for new students on 17th July 2008 at 9:30 that you must attend. The challenge assessment required for access to any course above Certificate II level will commence once the induction is complete. If you have already completed Certificate II you are not required to complete the challenge assessment.

The course will begin Second semester in the week beginning 21st July 2008.

Looking forward to meeting you then.

Yours sincerely

ICT Team
Information and Communication Technology
West Coast TAFE

BOOKLISTS

C857 Certificate II of Information Technology

For Skill Sets: Word, Excel, Access, PowerPoint & Communicating in an IT Environment

IT Fundamentals,
Tertiary Press,
ISBN 0-86458-488-1

A+

CompTIA A+ Essentials
Myers, McGraw Hill,
ISBN 0-07-226353-9

Install & Manage

CompTIA PC Technician
Myers, McGraw Hill,
ISBN 0-07-226358-X

To be supplied by Student

Flat-Head Screwdriver
Phillips Head Screwdriver
Anti-Static Wrist Band

} Available in most Hardware/Computer Stores
Small Toolkit available ~ \$15

It is recommended that all students have a 1g USB drive to store information.

C858 Certificate III of Information Technology

Advanced Word Excel and Access Bundle

Advanced Applications using MS Word 2003

Pearson
ISBN 1 74103 400 0

Advanced Applications using MS Excel 2003

Pearson
ISBN 1 74103 399 3

Advanced Applications using MS Access 2003

Pearson
ISBN 1 74103 398 5

Communication & Procedures in the Workplace

On-line resources

Network Basics

3003 Fundamentals of Networking

Manual & Course CD
Novell® Education

Introduction to Programming – VB & GameMaker

On-line resources

Introduction to Web

On-line resources

Support and Helpdesk

Client Support Essentials

Olekalns, Smith, Kenny, Hughes Tertiary Press
ISBN 0 86458 492 X

To be supplied by Student

Flat-Head Screwdriver
Phillips Head Screwdriver
Anti-Static Wrist Band

} Available in most Hardware/Computer Stores
Small Toolkit available ~ \$15

Portable 3.5" USB2 case with min drive capacity of 60G **OR**
Portable 2.5" USB2 case with min drive capacity of 60G

C861 Certificate IV Information Technology Website Design

Project Management

On-line resources

Web Coding

Microsoft office Front page 2003
coursecard edition Jessica Evans.
Thompson Technology.
ISBN 1-4239-0491-5

To be supplied by Student

Portable 3.5" USB2 case with min drive capacity of 60G **OR**
Portable 2.5" USB2 case with min drive capacity of 60G

C862 Certificate IV of Information Technology - Network Management

Introductory Linux

On-line resources

Personal Development

TBA

MS Project

On-line resources

Introductory Novell

Novell Open Enterprise Server for Netware & Linux

T. L. Simpson, Course Technology

ISBN-13: 978-1-4188-3531-6

ISBN-10: 1-4188-3531-5

Windows 2003 Networking Parts A & B

2273 - Managing and Maintaining a Microsoft Windows Server 2003 Environment

JMI-MOC

2277 - Implementing, Managing, and Maintaining a Microsoft Windows Server 2003 Network Infrastructure: Network Services

JMI-MOC

2279 - Planning, Implementing, and Maintaining a Microsoft Windows Server 2003 Active Directory Infrastructure

JMI-MOC

2276 - TBA

Network Programming

TBA

Wireless

TBA

HelpDesk - To be supplied by Student

Flat-Head Screwdriver

Phillips Head Screwdriver

Anti-Static Wrist Band

} Available in most Hardware/Computer Stores
Small Toolkit available ~ \$15

Portable 3.5" USB2 case with min drive capacity of 60G **OR**

Portable 2.5" USB2 case with min drive capacity of 60G

C863 Certificate IV of Information Technology - Programming

Project Management

On-line resources

Game concepts and Design

Game Story & Character Development - Game Development Essentials Suite

Thomson Delmar Learning

ISBN 1-4018-7885-7

ISBN 9781401878856

OO Design with C++ & Torque Script

On-line resources

Testing

On-line resources

Games Scripting

TBA

3D Modelling

On-line resources

2D Animation

On-line resources

To be supplied by Student

Portable 3.5" USB2 case with min drive capacity of 60G **OR**

Portable 2.5" USB2 case with min drive capacity of 60G

C870 Diploma Information Technology - Network Engineering

Advanced Novell

Novell Open Enterprise Server for Netware & Linux

T. L. Simpson, Course Technology

ISBN-13: 978-1-4188-3531-6

ISBN-10: 1-4188-3531-5

Network Programming

2433 VB Scripting

JMI-MOC

Networking Project

Information Technology Project Management 4th Ed

Course Technology

ISBN 0-619-21526-7

Advanced Linux

On-line resources

Exchange

2400 Implementing and Managing Microsoft Exchange Server 2003

JMI-MOC

Network Design

2282 Design a Microsoft Windows 2003 Active Directory and Network Infrastructure

JMI-MOC

Security Design

2810 Fundamentals of Network Security

JMI-MOC

ISA

2824 Implementing Microsoft Internet Security and Acceleration Server 2004

JMI-MOC

Help Desk – To be supplied by Student

Flat-Head Screwdriver
Phillips Head Screwdriver
Anti-Static Wrist Band

} Available in most Hardware/Computer Stores
Small Toolkit available ~ \$15

Portable 3.5" USB2 case with min drive capacity of 60G **OR**
Portable 2.5" USB2 case with min drive capacity of 60G

C872 Diploma Information Technology - Website Development

ASP.NET

2310 Developing Microsoft Asp.NET Web Applications Using Visual Studio.NET

JMI-MOC

PHP

On-line resources

E-Commerce

E-Business Technologies

Thompson Course Technology

ISBN 061906319X

Introduction to Programming - VB

Microsoft Visual Basic .NET Basics

Knowlton, Thompson, Collings, Course Technology

ISBN 0-619-18299-7

Ethics

TBA

To be supplied by Student

Portable 3.5" USB2 case with min drive capacity of 60G **OR**
Portable 2.5" USB2 case with min drive capacity of 60G

C873 Diploma of Information Technology - Software Development

Software Engineering

TBA

Games

TBA

Systems Services and Support

2310 Developing Microsoft Asp.NET Web Applications Using Visual Studio.NET

JMI-MOC

2824 Implementing Microsoft Internet Security and Acceleration Server 2004

JMI-MOC

On-line resources

C++

TBA

On-line resources

Projects Coordination

On-line resources

To be supplied by Student

Portable 3.5" USB2 case with min drive capacity of 60GB OR
Portable 2.5" USB2 case with min drive capacity of 60GB

TAFE Academic Calendar, 2nd Semester 2008

Week	Mon	Tues	Wed	Thur	Fri	Sat	Sun
	7	8	9	10	11	12	13
	14	15	16	17	18	19	20
	1st Day 21	22	23	24	25	26	27
2	28	29	30	31	Aug-01	2	3
3	4	5	6	7	8	9	10
4	11	12	13	14	15	16	17
5	18	19	20	21	22	23	24
6	25	26	27	28	29	30	31
7	Sep-01	2	3	4	5	6	7
8	8	9	10	11	12	13	14
9	15	16	17	18	19	20	21
10	22	23	24	25	26	27	28
	29	30	Oct-01	2	3	4	5
	6	7	8	9	10	11	12
12	13	14	15	16	17	18	19
13	20	21	22	23	24	25	26
14	27	28	29	30	31	Nov-01	2
15	3	4	5	6	7	8	9
16	10	11	12	13	14	15	16
17	17	18	19	20	21	22	23
	24	25	26	27	28	29	30
					Students Finish 5	6	7
19	Dec-01	2	3	4			
20	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28

Testing Week	18	24	25	26	27	28	29	30
Resit Week	19	24	25	26	27	28	29	30
Admin Week	20	22	23	24	25	26	27	28

Term 3	
Public Holiday	
Student Holidays	
Primary & Secondary School Holiday Weeks	
Term 4	

General Information

Introduction

Welcome to the West Coast College of TAFE – Joondalup Campus and congratulations on your decision to study Information Technology. This handout contains useful information, which will assist you to complete your course of study. Please keep it in your files so you can refer to it when necessary.

Assessment Procedures

- All students entering a classroom for an assessment are required to leave all personal belongings at the front of the room on entry and carry only implements legitimately required for the assessment to their seat.
- Once seated if a student is found to be in possession of materials that are not in keeping with the requirements for the assessment this will be regarded as an attempt to cheat.
- From the moment the first item, in relation to the assessment, is distributed to any students in the classroom examination conditions will prevail in the classroom and any student attempting to communicate thereafter with another student in any way will be deemed to be attempting to cheat. If a student has a need they are to raise their hand and wait for a response from the lecturer.
- If a student is found to be cheating in an assessment the lecturer will confiscate any evidence and expel the student from the classroom. The student will automatically fail the module and will be banned from enrolling in the module for another semester. The issue of degrees of cheating will not be entertained.

Students not attending a designated assessment will be deemed not yet competent for that assessment which may affect the final outcome of the unit.

Assignments/Assessment Policy

- Plagiarism is the presentation of someone else's work or ideas as your own. It is a serious academic offence that will be heavily penalised by markers. In the event of clear evidence being found of copying or plagiarism in assignments that form part of the final assessment the student will be failed and will not be allowed to re-enrol for another semester.
- You may find it difficult to distinguish between your views or ideas and those of others, especially when reading about a new subject and digesting a range of ideas. So, in your note-making, differentiate between an author's words and your own. You must always acknowledge the work of others.
- You are therefore strongly advised not to leave your work unsecured and not to provide other students with your materials.

- Assignments must be handed in by the DUE DATE as set by the lecturer as detailed in the course outline. Late submissions will be penalised or may be rejected by the lecturer.
- For workshop based classes, assignments are to be placed in the assignment box with the correct cover sheet as supplied by the lecturer
- For flexible-mode students:
 - a. Assignments must have an assignment cover sheet stating your name, student number, lecturer's name, module name and number and date of submission.
 - b. Assignments will not be accepted without a cover sheet attached
 - c. Assignment cover sheets must be signed by students as being their own work
- Please keep a copy of all assignments handed in.

Assessment Results and Feedback

All flexible-mode students will receive a feedback sheet for each assessment they undertake. This sheet will normally be the formal Assignment Cover sheet that should be attached to every assessment submission. Students will need to keep these sheets in a personal file as a means of cross-referencing should they find that an official document conflicts with their record of achievement.

Full-time students attending workshops will usually receive feedback directly from the lecturer.

Assessment Appeals

If you are unhappy with your result please speak to your lecturer. If you still have issues please speak to the Team leader. If you still feel you have not got satisfaction there is a formal appeals process that you can undertake. There is a fee attached and the appeal must be lodged within 4 weeks of the assessment.

Assessment Weeks

Week 10 & 19 of each teaching semester is an assessment week. Normal timetables do not apply for this week.

Australian Computer Society

Diploma students can join as student members of the Australian Computer Society. Diploma graduates qualify for associate membership of the ACS or full membership if they have 4 years work experience in the relevant field.

Career Paths

With a Diploma in IT you will have the skills you need to gain employment as a Network Engineer, Intranet Engineer or E-Security technician

1. **Further Study:**
Successful completion of this course could lead to further study at University with advanced standing.
2. **University Entrance**
When you complete the Diploma in IT, West Coast TAFE has arrangements with ECU and Notre Dame for students to obtain Advanced Standing in the Bachelor of Science Computing.

3. Industry Recognition

West Coast TAFE is a registered IT Academy. Working through the certificates you will complete MOC (Microsoft Official Curriculum) courses as part of your certification so you are eligible to sit for the MCP (Microsoft Certificated Professional) or upon completion of the Diploma the exams for the MCSE (Microsoft Certified Systems Engineer).

Credit Transfers and Course Variations

In order to get credit towards your current course of study in respect to modules completed at other colleges or in other courses you have to apply for a formal transfer of credits to your current course via Client Services.

If for any reason you complete modules that are not included in the official TE77 (course structure) for your course you will need to apply for a Course Variation if you wish to have those modules recognised as credits towards your course of study. Course variations are not granted automatically.

Dress Requirements

There is a standard uniform that students are expected to purchase. Details are on a separate sheet. If for some reason uniform is not able to be worn appropriate attire of office standards is required. This means no midriff tops, Low cut shirts, mini skirts, singlets or thongs will be permitted.

Enrolment forms

Please ensure that you carry your enrolment form with you for at least the first two weeks of each semester to allow your enrolment to be continued. If evidence of correct enrolment is not provided within the first 2 weeks of any semester then students will be excluded from attending workshops.

Every student is given a student number and student card on enrolment. When provision is made for your student number on a document, it must be provided.

Facilitation

A facilitator will be present at the facilitation helpdesk (Room A141) at the following times:

Monday – Friday 10.00am – 2.00pm

Monday, Tuesday, Wednesday night 5.30pm – 7.30pm

A facilitator can also be reached by phoning 9233 1251 during these hours. If the phone is unattended please leave a message and your call will be returned. Please note that the facilitator timetable can change to reflect student demand.

Food in Classrooms

No food or drink is to be consumed in any of the rooms. No food or drinks are to be taken into the classrooms unless it is in a container within your bag or case.

Games

The installing and playing of games on any of the computers in the facilitation area or computing labs is prohibited. Anyone found breaching this policy will face disciplinary action up to and including immediate suspension.

Graded Performance – is currently under review and does not apply to Flexi Studies.

Candidates assessed as Competent at the first assessment attempt will also be assessed against five grading criteria to determine their level of performance.

The grading criteria are:

- Demonstrated breadth of underpinning knowledge
- Communication, people networking, language and interpersonal skills
- Techniques and processes
- Work organisation
- Level of independence and performance of work tasks.

After completing training and assessment for each unit of cluster of units candidates will receive one of the following grades:

- | | |
|--------------------------------------|----|
| ▪ Graded performance not applied | PN |
| ▪ Performance Grade under evaluation | PX |
| ▪ Performance Graded as competent | PC |
| ▪ Performance with Merit | PM |
| ▪ Performance with Distinction | PD |

Students assessed as competent at a second attempt will receive a competent grade (CO).

Harassment of staff or students

No harassment of any kind towards staff or students will be tolerated. Harassment includes visual, verbal or other behaviour that is not directed specifically at another individual but is undertaken in the company of, in proximity to, the individual and could be regarded as offensive to that person. Persons experiencing such behaviour need to report the same immediately to a lecturer or Student Services so that appropriate action may be taken at the time. Students who are guilty of this behaviour may be expelled from the college.

Mobile Phones

Mobile phones must be switched off during class time in order to minimise disruption to the learning environment. In the case of exceptional circumstances please consult your lecturer.

Re-enrolment

Students who wish to continue studying IT full time at Joondalup after completing the course(s) currently enrolled can enrol in the next stage of their studies at the college depending on their demonstrating competence in current certificate level. Current students who are changing their major will need to discuss this with the lecturer and then will need to make application through TAFE Admissions as do any new students. It is unlikely that any student who successfully completes a course

at Joondalup will not be offered/accepted into a place at the next level of study. However, places will be offered on a first come first served basis.

Responsibility for Learning

You are responsible for putting aside adequate study / practice time to allow you to adequately meet the assessment requirements for any subject in which you enrol. A minimum of one hour of private study time is necessary for each hour of delivery.

Room Usage

The IT section tries to assist students in gaining access to facilities. If a workshop is in progress in a lab, students may be allowed to use the spare machines but must obtain the lecturers permission first.

Skillset Outline

Upon commencement of each skillset (cluster of units) the lecturer will provide you with a workshop outline. This will provide a framework for what material will be covered each week and assessment dates and requirements that you must successfully complete during the module.

Staff Contacts

Lecturing staff are available to students outside of class times via appointment.

Lecturers & Facilitators	Courses
Mark Buttsworth	C858, C862 & C870
Bo Boyer	C857, C858, C862 & C870
Alan Ferguson	C858, C862, C863 & C873
Travis Badge	C857, C858, C861, C862, C870 & C872
Trevor Hedges	C857, C858, C861
Alan Johns	C857, C858 & C862
David Johnson	C857, C858, C863, C872 & C873
Brian Kaye	C858, C863, C870, C872 & C873
Parvaneh Norouzy	C857, C858, & C872
Lewis Rose	C857, C858
Tim Beeson	C861, C395, C396

Timetables

Timetables are designed to make the best use of teaching resources. You will receive a class timetable for your class group. Do not under any circumstances swap classes, as this will produce an imbalance in numbers. **IF for any reason you must change timetables you MUST get the permission of the team leader BEFORE the swap can be made.** For those with fixed commitments, every effort will be made to provide you with the most suitable timetable. Although every effort will be made to keep timetables static, they may be changed from time to time to meet specific resource demands.

Use of equipment

Abuse it; break it – PAY FOR IT. All defects discovered with respect to equipment must be reported to the lecturer in charge. Under no circumstances are students permitted to attempt to remedy defects. All equipment must be used with care and due respect.

Use of Internet

The Internet may only be used with the expressed permission of the lecturer for the period concerned. Unauthorised use of the Internet will result in suspension from classes and the college facilities. IT Support staff have been authorised to monitor Internet activity and the accessing and/or storage of offensive material will result in the responsible student being suspended or expelled from the college.

Withdrawal Procedures

If at any stage of the course you are considering withdrawing, please discuss this with a facilitator or lecturer. This will ensure that the official withdrawal procedures are followed.

Recognition of Prior Learning

Do you have skills gained from work or life experiences that relate to a unit in your course? If you can verify these skills through an interview, samples of your work, a letter of reference from your employer or a workplace assessment, you may apply for Recognition of Prior Learning (RPL).

RPL is the process whereby skills can be formally recognised, irrespective of where or how they were acquired and credit given towards a qualification.

You will need to complete an application form and prepare supporting evidence. Forms are available from Student Services and a fee is applicable.

Support Services

If you are a student with any special needs, the College has well qualified staff to assist you. In particular, staff are on hand to advise and guide you if have learning difficulties (literacy, numeracy or otherwise) or a physical disability requiring our assistance. We also have support for indigenous as well as International students.

Grievance procedure

West Coast TAFE has a grievance policy to help you if you need to make a complaint against students or staff. There are also appeal mechanisms in place if you are dissatisfied at the outcome of an appeal. Details are available in your student diary.

C857 Certificate II in Information Technology

ICA20105

Curriculum hours: 370

One semester full time or equivalent part time

8 x Core

6 x Elective

1 x Special – Operate a PC MUST be completed

COURSE SCHEDULE

Skill Set	SIN	TPN	UOC(s) being assessed in Skill Set	Core/Elect	Hours
Operate a word processing application 2 hrs	C8842	ICAU1129A	Operate a word processing application Design organisational documents using computer packages	Elec (Cert 1 Core) Cert2 Core	30
	C8731	ICAD2012A			40
Basic Internet 2 hrs	C8846	ICAU1133A	Send and retrieve information using web browsers and emails	Elec (Cert 1 Core)	20
					20
Communication & Procedures in the IT Workplace 2 hrs	C3517 C8864 C8863	BSBCMN106A ICAW2002A ICAW2001A	Follow Workplace OHS Procedures Communicate In The Workplace Work effectively in an IT environment	Cert2 Core Core Cert2 Core	10
					20
A+ (Term 1: the Internals)	C8851 C8742	ICAU2005A ICAI3021A	Operate computer hardware Connect internal hardware components	Cert2 Core Elective	20
					30
(Term 2: The Externals) 3hrs	C8781 C8782	ICAS2010A ICAS2014A	Apply problem solving techniques to routine malfunctions Connect hardware peripherals	Elective Elective	20
					25
Install & Manage a Personal Computer OS 2 hrs	C8841	ICAU1128A	Operate a personal computer Use computer operating system Install software applications Maintain system integrity	Elective Cert 1 Core Cert2 Core Elective Elective	20
	C8855	ICAU2231A			20
	C8740	ICAI2015A			15
	C8784	ICAS2017A			20
Excel, Access & Powerpoint 3 hrs	C8852 C8854	ICAU2006A ICAU2013A	Operate computer packages Integrate commercial computing packages	Cert2 Core Cert2 Core	60
					25

A+ certification is included as part of the Certificate II. This means students will be able to sit an external exam to obtain the industry recognised certification

C858 : Certificate III in Information Technology (Networking, Support & Applications)

(C) - Core

(SC) - Specialist Core

(E) - Electives

To complete all Qualification of Networking, Support and Applications you will need to complete

Cluster Name	Sin No	National ID	Units	Hrs	Net	Su	Ap
Advanced Office	C8859	ICAU3126A	Use advanced features of computer applications	35	(E)	(E)	(SC)
	C8732	ICAD3218A	Create user documentation	20	(C)	(C)	(C)
Programming Basics (VB.Net)	C8858	ICAU3028A	Customise packaged software applications for clients	40	(E)	(E)	(SC)
Net Basics Part 1	C8741	ICAI3020A	Install and optimise operating system software	20	(C)	(C)	(C)
	C8826	ICAT3025A	Run standard diagnostic tests	15	(C)	(C)	(C)
	C8743	ICAI3101A	Install and manage network protocols	30	(SC)	(E)	(E)
Net Basics Part 2	C8788	ICAS3032A	Provide network systems administration	20	(SC)	(E)	(E)
	C8744	ICAI3110A	Implement system software changes	15	(E)	(E)	(SC)
	C8789	ICAS3034A	Determine and action network problems	30	(SC)	(E)	(E)
Net Basics Part 3 – <i>Optional if not doing Networking</i>	C8791	ICAS3120A	Configure and administer a network operating system	40	(SC)	(E)	(E)
Introduction to Web	C8697	ICAB4225A	Automate Processes	40	(E)	(E)	(E)
Essentials of IT work	C8856	ICAU3004A	Apply occupational health and safety procedures	20	(C)	(C)	(C)
	C8787	ICAS3031A	Provide advice to clients	35	(C)	(C)	(C)
Basic HelpDesk & Client Support Part 1	C8786	ICAS3024A	Provide basic system administration	25	(SC)	(SC)	(E)
	C8793	ICAS3234A	Care for computer hardware	20	(C)	(C)	(C)
	C8742	ICAI3021A	Connect internal hardware components	30	(E)	(SC)	(E)
	C8790	ICAS3115A	Maintain equipment and software in working order	25	(E)	(SC)	(E)
Basic HelpDesk & Client Support Part 2	C8792	ICAS3121A	Administer network peripherals	20	(SC)	(E)	(E)
	C8857	ICAU3019A	Migrate to new technology	25	(E)	(SC)	(SC)
	C5400	ICTCC330A	Manage customer relationships	35	(E)	(SC)	(E)

To be able to enter ANY Certificate IV you must have covered the following units (13)

ICAD3218A - Create user documentation(C)
 ICAI3020A - Install and optimise operating system software(C)
 ICAS3031A - Provide advice to clients(C)
 ICAS3234A - Care for computer hardware(C)
 ICAT3025A - Run standard diagnostic tests(C)
 ICAU3004A - Apply occupational health and safety procedures(C)
 ICAS3024A - Provide basic system administration(SC Net/Support)
 ICAS3032A - Provide network systems administration(SC Net)
 ICAI3101A - Install and manage network protocols(SC Net)
 ICAS3120A - Configure and administer a network operating system(SC Net)
 ICAU3126A - Use advanced features of computer applications(SC App)
 ICAI3110A - Implement system software changes(SC App)
 ICAU3028A - Customise packaged software applications for clients(SC App)

C861 Certificate IV in Information Technology (ICA40305)

- **CT12 (Website Design)**

Curriculum hours: 680

One semester full time or equivalent part time

Nominal 720 Hrs

- 12 common core units; plus
- 9 specialist core stream units – Design; plus
- 4 elective units

COURSE SCHEDULE

Skill Set	SIN	TPN	UOC(s) being assessed in Skill Set	Core / Elect	Nom Hrs
Website Project Management	C8229	PSPPM402B	Manage simple projects	Core	50
	D0001	ICAA4041B	Determine and confirm client business expectations and needs	Core	35
	D0259	ICAU4205B	Select and employ software and hardware tools	Core	35
Documentation & Reporting	D0093	ICAD4043B	Develop and present a feasibility report	Core	25
	D0112	ICAI4189B	Ensure website content meets technical protocols and standards	Core	30
	D0092	ICAD3218B	Create user documentation	Elective	20
Copyright & Ethics	C5789	CUFADM02A	Address copyright requirements	Core	40
	D0267	ICAW4214B	Maintain ethical conduct	Core	10
	C3539	BSBCMN304A	Contribute to personal skill development and learning	Core	20
Mark-up Language	D0045	ICAB4135B	Create a simple mark-up language document to specification	Core	20
	D0232	ICAT4221B	Locate equipment, system and software faults	Core	30
Industry Standards	D0226	ICAT4183B	Confirm accessibility of website for people with special needs	Spec Core D	10
	D0095	ICAD4198B	Develop guidelines for up-loading information to a website	Spec Core D	20
	D0211	ICAS4201B	Transfer content to a website using commercial packages	Spec Core D	20
	D0097	ICAD4217B	Create technical documentation	Core	20
Web Scripting JavaScript / PHP	D0057	ICAB4225B	Automate processes	Core	40
	D0047	ICAB4137B	Produce basic client side script for dynamic web pages	Spec Core D	40
	D0005	ICAA4233B	Determine and apply appropriate development methodologies	Spec Core D	20
	C4206	CUFMEM06A	Design a multimedia product	Elective	50
Web Structure	D0051	ICAB4171B	Develop cascading style sheets	Spec Core D	20
	D0004	ICAA4142B	Design a website to meet technical requirements	Spec Core D	40
	D0260	ICAU4207B	Apply web authoring tool to convert client data for websites	Spec Core D	20
Interactive Elements Flash/Fireworks	C4207	CUFMEM07A	Apply Principles of Visual Design and Communication to the Development of A Multimedia Product	Spec Core D	40
	C4214	CUFMEM14A	Create, manipulate and incorporate 2D graphics	Elective	25
	C4202	CUFMEM01A	Use an authoring tool to create an interactive sequence	Elective	40

CT12 (Website Design)

Cont:

Mandatory Pre - req's

ICAB4425B	Automate Processes
BSBCM106A	Follow workplace safety procedures
ICAD2012B	Design organisational documents using computing packages
ICAU1128B	Operate a personal computer
ICAU2005B	Operate computer hardware
ICAU2006B	Operate computing packages
ICAU2013B	Integrate commercial computing packages
ICAU2231B	Use computer operating system
ICAW2001B	Work effectively in an IT environment
ICAW2002B	Communicate in the workplace

Cert IV Pre - req's

ICAA4142A	Design a website to meet technical requirements
ICAB4135B	Create a simple mark-up language document to specification
ICAB4137B	Produce basic client side script for dynamic web pages
CUFMEM07A	Create titles for screen production
ICAD4198A	Develop guidelines for up-loading information to a website
ICAD3218B	Create user documentation
ICAD4217B	Create technical documentation

Diploma Pre - req's

ICAA4233B: Determine and apply appropriate development methodologies – in course (ICA40405)

C861 Certificate IV in Information Technology - Websites

[ICA40305](#)

CT13 (Website Administration)

Nominal 645 Hrs

One semester full time or equivalent part time

- 16 core units; plus
- 4 elective units

COURSE SCHEDULE

Skill Set	SIN	TPN	UOC(s) being assessed in Skill Set	Core / Elect	Nom Hrs
Website Project Management	C8229	PSPPM402B	Manage simple projects	Core	50
	D0001	ICAA4041B	Determine and confirm client business expectations and needs	Core	35
	D0259	ICAU4205B	Select and employ software and hardware tools	Core	35
Documentation & Reporting	D0093	ICAD4043B	Develop and present a feasibility report	Core	25
	D0112	ICAI4189B	Ensure website content meets technical protocols and standards	Core	30
	D0092	ICAD3218B	Create user documentation	Elective	20
Copyright & Ethics	C5789	CUFADM02A	Address copyright requirements	Core	40
	D0267	ICAW4214B	Maintain ethical conduct	Core	10
	C3539	BSBCMN304A	Contribute to personal skill development and learning	Core	20
Mark-up Language	D0045	ICAB4135B	Create a simple mark-up language document to specification	Core	20
	D0232	ICAT4221B	Locate equipment, system and software faults	Core	30
Industry Standards	D0226	ICAT4183B	Confirm accessibility of website for people with special needs	Elective	10
	D0095	ICAD4198B	Develop guidelines for up-loading information to a website	Elective	20
	D0211	ICAS4201B	Transfer content to a website using commercial packages	Spec Core A	20
	D0097	ICAD4217B	Create technical documentation	Core	20
PHP	D0057	ICAB4225B	Automate processes	Core	40
	D0054	ICAB4220B	Create scripts for networking	Spec Core A	40
Website Testing & Maintenance	D0227	ICAT4184B	Ensure site usability for full range of users	Spec Core A	15
	D0228	ICAT4185B	Create a website testing procedure	Spec Core A	20
	D0229	ICAT4186B	Conduct operational acceptance tests of websites	Spec Core A	20
	D0209	ICAS4191B	Maintain website performance	Spec Core A	30
Web Security	D0103	ICAI3101B	Install and manage network protocols	Elective	30
	D0230	ICAT4194B	Ensure basic website security	Spec Core A	20
	D0210	ICAS4200B	Monitor traffic and compile website traffic reports	Spec Core A	15

CT13 (Website Administration)

Cont

Mandatory Pre - req's

ICAB4425B	Automate Processes
BSBCM106A	Follow workplace safety procedures
ICAD2012B	Design organisational documents using computing packages
ICAU1128B	Operate a personal computer
ICAU2005B	Operate computer hardware
ICAU2006B	Operate computing packages
ICAU2013B	Integrate commercial computing packages
ICAU2231B	Use computer operating system
ICAW2001B	Work effectively in an IT environment
ICAW2002B	Communicate in the workplace

Cert IV Pre - req's

ICAB4220A	Create scripts for networking
ICAB4225A	Automate processes
ICAD4198A	Develop guidelines for up-loading information to a website
ICAD3218A	Create user documentation
ICAD4217A	Create technical documentation
ICAT4186A	Conduct operational acceptance tests of websites
ICAT4184A	Ensure site usability for full range of users
ICAD4217B	Create technical documentation
ICAT4194A	Ensure basic website security
ICAI3101A	Install and manage network protocols

Diploma Pre - req's

ICAA4233B: Determine and apply appropriate development methodologies

C862 Certificate IV in Information Technology – Networking

16 x Core
4 x Electives

Skill Set	Sin No	National No	U of C	Hrs
HelpDesk & Client Support	C8737	ICAD4217A	Create technical documentation(C)	20
	C8833	ICAT4221A	Locate equipment, system and software faults(C)	30
	C3539	BSBCM304	Contribute to personal skill development and learning(C)	20
Network Programming	C8694	ICAB4220A	Create scripts for networking(C)	40
	C8697	ICAB4225A	Automate processes(C)	40
Networking Architecture A - Networking with Windows 2003 Server 2273 & 2279	C8748	ICAI4097A	Install and configure a network(C)	45
	C8751	ICAI4188A	Install and maintain a server(C)	20
Networking Architecture B - 2276 & 2277	C8750	ICAI4175A	Select and Install a Router (E)	15
	C8745	ICAI4029A	Install network hardware to a network(C)	40
	C8746	ICAI4030A	Install software to networked computers(C)	35
Wireless	C8672	ICAA5241A	Design an enterprise wireless local area network (E)	25
	C8703	ICAB4240A	Build an enterprise wireless network (E)	20
Linux	C8808	ICAS4127A	Support system software(C)	45
Novell	C8806	ICAS4124A	Monitor and administer network security(C)	20
	C8749	ICAI4099A	Build an intranet(C)	45
Simple Projects	C8640	ICAA4041A	Determine and confirm client business expectations and needs(C)	35
	C8733	ICAD4043A	Develop and present a feasibility report(C)	25
	C8229	PSPPM402B	Manage simple projects(C)	50
	C8645	ICAA4233A	Determine and apply appropriate development methodologies(E)	20
	C8868	ICAW4214A A	Maintain ethical conduct(C)	10

Pre-Req's for Cert IV

C8697	ICAB4425A	Automate Processes	40
C3517	BSBCM106A	Follow workplace safety procedures	10
C8731	ICAD2012A	Design organisational documents using computing packages	40
C8841	ICAU1128A	Operate a personal computer	20
C8851	ICAU2005A	Operate computer hardware	20
C8852	ICAU2006A	Operate computing packages	60
C8854	ICAU2013A	Integrate commercial computing packages	25
C8855	ICAU2231A	Use computer operating system	20
C8863	ICAW2001A	Work effectively in an IT environment	25
C8864	ICAW2002A	Communicate in the workplace	20

Pre-req's for Diploma

[ICAA4233A: Determine and apply appropriate development methodologies – in course](#)

**C863 ([ICA40505](#)) Certificate IV Information Technology
(Programming)**

Emphasis : Business and Game Programming

COURSE SCHEDULE

17 x Core
4 x Electives

Nominal 705 Hrs
Actual (delivered) 450 Hrs

Common to both Gaming and Business Programming Streams (14core, 1 elective)

Skill Set	SIN	TPN	UOC(s) being assessed in Skill Set	Core / Elective	Nominal Hours
Project Management (3 Hrs) Term 1	C8229	PSPPM402B	Manage simple projects	Core	50
	C8640	ICAA4041A	Determine and confirm client business expectations and needs	Core	35
	C8868	ICAW4214A	Maintain ethical conduct	Core	10
	C3539	BSBCM304A	Contribute to personal skill development & learning	Core	20
C++ (6 Hrs) Term 1 & 2	C8733	ICAD4043A	Develop and present a feasibility report	Core	25
	C8683	ICAB4075A	Use a library or pre-existing components	Core	35
	C8693	ICAB4219A	Apply introductory object-oriented language skills	Core	60
	C8699	ICAB4232A	Maintain open source code programs	Core	20
Application Testing (3 Hrs) Term 1	C8834	ICAT4242A	Perform unit test for a class	Core	40
	C8833	ICAT4221A	Locate equipment, system and software faults	Core	30
Coding Concepts (Python) (3 Hrs) Term 2	C8737	ICAD4217A	Create technical documentation	Core	20
	C8694	ICAB4220A	Create scripts for networking	Elective	40
UML Design (2 Hrs) Terms 1 & 2	C8697	ICAB4225A	Automate processes	Pre-Req Core	40
	C8643	ICAA4058A	Apply skills in object-oriented design	Core	35
	C8645	ICAA4233A	Determine and apply appropriate development methodologies (Dip PreReq)	Core	20

Business Programming Stream

(3core, 3 electives)

Skill Set	SIN	TPN	UOC(s) being assessed in Skill Set	Core / Elective	Nominal Hours
Business Applications using VB (6 Hrs) Term 1 & 2	C8642	ICAA4051A	Develop client user interface	Elective	40
	C8657	ICAA5139A	Design a Database	Elective	50
	C8709	ICAB5068A	Build using rapid application development	Elective	35
Java (4 Hrs) Term 1 & 2	C8692	ICAB4178A	Build a graphical user interface	Core	20
	C8695	ICAB4222A	Apply introductory programming skills in another language	Core	60
	C8698	ICAB4229A	Apply intermediate programming skills in another language	Core	60

Games Programming Stream

(3core, 3 electives)

Skill Set	SIN	TPN	UOC(s) being assessed in Skill Set	Core / Elective	Nominal Hours
Game Concepts and Animation (4 Hrs) Terms 1 & 2	C420	CUFMEM09A	Apply principles of Game Design to a Multimedia product	Elective	30
	C4184	CUFIMA03A	Create 2D Digital animation	Elective	60
Introduction to Games Programming with Torque Script (4 Hrs) Term 1 & 2	C8692	ICAB4178A	Build a graphical user interface	Core	20
	C8695	ICAB4222A	Apply introductory programming skills in another language	Core	60
3D Modeling (4 Hrs)	C869	ICAB4229A	Apply intermediate programming skills in another language	Core	60
	C4186	CUFIMA05A	Create 3D digital models and images	Elective	75

C863 Certificate IV in Programming – Both Streams Cont.

Mandatory Pre - req's	
BSBCMN106A	Follow workplace safety procedures
ICAD2012B	Design organisational documents using computing packages
ICAU1128B	Operate a personal computer
ICAU2005B	Operate computer hardware
ICAU2006B	Operate computing packages
ICAU2013B	Integrate commercial computing packages
ICAU2231B	Use computer operating system
ICAW2001B	Work effectively in an IT environment
ICAW2002B	Communicate in the workplace

Cert IV Pre - req's	
ICAB4425B	Automate Processes

C870 Diploma Information Technology (Network Engineering)

Curriculum hours: 590

COURSE SCHEDULE

Skill Set	SIN	TPN	UOC(s) being assessed in Skill Set	Core / Elective	Minimal Hours
Project management	C7062	BSBPM505A	Manage project quality	Core	40
	C8234	PSPPM502B	Manage complex projects	Core	60
	C8667	ICAA5151A	Gather data to identify business requirements	Spec E	30
Network Design	C8648	ICAA5045A	Produce network architecture design	Core	25
	C8655	ICAA5056A	Prepare disaster recovery and contingency plans	Core	30
	C8662	ICAA5145A	Identify best-fit topology for a wide area network	Spec E	20
	C8658	ICAA5140A	Design a server	Elective	20
Linux & Novell	C8760	ICAI5098A	Install and manage complex networks	Core	55
	C8715	ICAB5160A	Build and configure a server	Spec E	55
Exchange & IIS	C8761	ICAI5100A	Build an internet infrastructure	Core	50
	C8823	ICAS5202A	Ensure privacy for users	Core	20
Security	C8767	ICAI5196A	Implement secure encryption technologies	Spec E	20
	C8820	ICAS5123A	Manage network security	Spec E	45
	C8701	ICAB4236A	Build Security into a Virtual private Network	Elective	20
ISA	C8766	ICAI5176A	Install and configure router	Elective	20
	C8729	ICAB5238A	Build a highly secure firewall	Spec E	25
Help Desk	C8757	ICAI5089A	Implement and hand over system components	Elective	20
	C8671	ICAA5158A	Translate business needs into technical requirements	Core	20

Mandatory Pre - req's

ICAB4425B	Automate Processes
BSBCMN106A	Follow workplace safety procedures
ICAD2012B	Design organisational documents using computing packages
ICAU1128B	Operate a personal computer
ICAU2005B	Operate computer hardware
ICAU2006B	Operate computing packages
ICAU2013B	Integrate commercial computing packages
ICAU2231B	Use computer operating system
ICAW2001B	Work effectively in an IT environment
ICAW2002B	Communicate in the workplace

Cert IV Pre - req's

ICAA4142A	Design a website to meet technical requirements
ICAB4135B	Create a simple mark-up language document to specification

	ICAB4137B	Produce basic client side script for dynamic web pages
	CUFMEM07A	Create titles for screen production
ICAD4198A	Develop guidelines for up-loading information to a website	
	ICAD3218B	Create user documentation
	ICAD4217B	Create technical documentation
Diploma Pre - req's		
ICAA5045A	Produce network architecture design	
	ICAD4217B	Create technical documentation
ICAA5158A	Translate business needs into technical requirements	
	ICAA4233B:	Determine and apply appropriate development methodologies – in course
ICAI5098A	Install and manage complex networks	
	ICAI4097A	Install and configure a network
ICAI5100A	Build an internet infrastructure	
	ICAB5160A	Build and configure a server #
	ICAI3101A	Install and manage network protocols
	ICAI4029A	Install network hardware to a network
	ICAS3120A	Configure and administer a network operating system

C872 Diploma of Information Technology (Website Development)

Curriculum hours: 585

One semester full time or equivalent part time

COURSE SCHEDULE

Skill Set	Sin No	Unit Code	Unit Name	Core / Elective	Nominal Hours
Dynamic Web	C8719	ICAB5165A	Create dynamic pages	Core	30
	C8659	ICAA5141A	Design dynamic websites to meet technical requirements	Core	30
	C8837	ICAT5081A	Perform systems test	Core	25
	C8722	ICAB5180A	Integrate database with a website	Core	25
Customer Development	C8862	ICAU5208A	Use site server tools for transaction management	Core	20
	C8813	ICAS5102A	Establish and maintain client user liaison	Core	20
	C8839	ICAT5083A	Develop and conduct client acceptance test	Core	25
	C8663	ICAA5146A	Develop website information architecture	Core	30
Project Management	C8653	ICAA5054A	Validate quality and completeness of system design specifications	Core	20
	C7062	BSBPM505A	Manage project quality	Core	40
	C8234	PSPPM502B	Manage complex projects	Core	60
	C8655	ICAA5056A	Prepare disaster recovery and contingency plans	Core	30
IIS	C8767	ICAI5196A	Implement secure encryption technologies	Elective	20
	C8729	ICAB5238A	Build a highly secure firewall	Elective	25
	C8823	ICAS5202A	Ensure privacy for users	Core	20
Java	C8683	ICAB4075A	Use a library or pre-existing components	Elective	35
	C8693	ICAB4219A	Apply introductory object-oriented language skills	Elective	60
Web Design	C8671	ICAA5158A	Translate business needs into technical requirements	Core	20
	C8667	ICAA5151A	Gather data to identify business requirements	Core	30
	C8774	ICAP5039A	Match IT needs with the strategic direction of the enterprise	Core	25

Mandatory Pre - req's

ICAB4425B	Automate Processes
ICAD2012B	Design organisational documents using computing packages
ICAU1128B	Operate a personal computer
ICAU2005B	Operate computer hardware
ICAU2006B	Operate computing packages
ICAU2013B	Integrate commercial computing packages
ICAU2231B	Use computer operating system
ICAW2001B	Work effectively in an IT environment
ICAW2002B	Communicate in the workplace

Cert IV Pre - req's

ICAA4142A	Design a website to meet technical requirements
ICAB4135B	Create a simple mark-up language document to specification

	ICAB4137B	Produce basic client side script for dynamic web pages
	CUFMEM07A	Create titles for screen production
ICAD4198A	Develop guidelines for up-loading information to a website	
	ICAD3218B	Create user documentation
	ICAD4217B	Create technical documentation
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Diploma Pre - req's		
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ICAA5158A	Translate business needs into technical requirements	
	ICAA4233B:	Determine and apply appropriate development methodologies – in course
ICAA5151A	Gather data to identify business requirements	
	ICAA4041A	Determine and confirm client business expectations and needs
ICAP5039A	Match IT needs with the strategic direction of the enterprise	
	ICAA4041A	Determine and confirm client business expectations and needs
ICAT5081A	Perform systems test	
	ICAT3025A	Run standard diagnostic tests
ICAT5083A	Develop and conduct client acceptance test	
	ICAW4027A	Relate to clients on a business level

Course Nominal 635

Skill Set		Sin No	Unit Code	Unit Name	Core / Elective	Selection Nominal Hours
IIS: IIS ASP: ASP PHP: PHP	6 Hr	C8767	ICAI5196A	Implement secure encryption technologies	Elective	20
	T1 & T2	C8719	ICAB5165A	Create dynamic pages	Elective	30
		C8722	ICAB5180A	Integrate database with a website	Elective	25
SE: Software Engineering (4 Hrs Terms 1 and 2)		C8671	ICAA5158A	Translate business needs into technical requirements	Core	20
		C8813	ICAS5102A	Establish and maintain client user liaison	Spec Core	20
		C8774	ICAP5039A	Match IT needs with the strategic direction of the enterprise	Spec Core	25
		C8667	ICAA5151A	Gather data to identify business requirements	Spec Core	30
GS: Games Scripting (Python) (2 Hrs Term 1)		C8694	ICAB4220A	Create scripts for networking	Elective	40
BP: Business Programming (2 Hrs Terms 1 and 2)		C8723	ICAB5223A	Apply intermediate object-oriented language skills	Core	50
GP: Games Programming (6 Hrs Terms 1 and 2)		C8725	ICAB5227A	Apply advanced programming skills in another language	Core	80
		C8724	ICAB5226A	Apply advanced object-oriented language skills	Core	80
PCA : Projects Coordination and Assessment (18 Hrs Terms 3 and 4)		C8234	PSPPM502B	Manage projects	Core	60
		C8836	ICAT5079A	Perform integration test	Core	25
		C8653	ICAA5054A	Validate quality and completeness of system design specifications	Spec Core	20
		C7062	BSBPM505A	Manage project quality	Core	40
		C8655	ICAA5056A	Prepare disaster recovery and contingency plans	Core	30
		C8823	ICAS5202A	Ensure privacy for users	Core	20

Mandatory Pre - req's

BSBCMN106A	Follow workplace safety procedures
ICAD2012B	Design organisational documents using computing packages
ICAU1128B	Operate a personal computer
ICAU2005B	Operate computer hardware
ICAU2006B	Operate computing packages
ICAU2013B	Integrate commercial computing packages
ICAU2231B	Use computer operating system
ICAW2001B	Work effectively in an IT environment
ICAW2002B	Communicate in the workplace

Cert IV Pre - req's

ICAB4425B	Automate Processes
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Diploma Pre - req's

ICAA5151A Gather data to identify business requirements

ICAA4041A	Determine and confirm client business expectations and needs
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	ICAA4233A	Determine and apply appropriate development methodologies
ICAA5158A	Translate business needs into technical requirements	
	ICAA4233A	Determine and apply appropriate development methodologies
ICAP5039A	Match IT needs with the strategic direction of the enterprise	
	ICAA4041A	Determine and confirm client business expectations and needs