

NEW SOUTH WALES  
TECHNICAL AND FURTHER EDUCATION COMMISSION

# Course Log Book

Student Name: \_\_\_\_\_

## **Certificate II in Information Technology**

NSW Course Number: 19001

NSW Version Number: 3

ICA05 Information and Communication Technology

Qualification Code: ICA20105

# 19001 CERTIFICATE II in INFORMATION TECHNOLOGY–2011 V3.1

## COURSE LOG BOOK

### Introduction

You are enrolled in Certificate II in Information Technology, Course No 19001. This course is a component of the nationally endorsed Information Training Package (ICA05) and is foundation level course for Information Technology studies. Students completing this qualification would be able to perform in a range of varied activities or knowledge application where there is a clearly defined range of contexts in which the choice of actions required is usually clear with limited complexity.

This course is for people who want to learn computing skills to assist and support other computer users in their work. The course is also suitable for people who want to pursue a career in Information Technology.

Specifically, learners should be able to use and develop skills in:

- Interacting with clients and team members
- Designing organisational documents using various computing packages
- Maintaining equipment and software
- Connecting hardware peripherals and internal components
- Applying Occupational Health and Safety procedures in the workplace.

### Relationship To Subsequent Information Technology Courses

When you successfully complete this course you can choose to continue onto Level 3 or 4 Certificates in Information Technology or a Diploma in Information Technology.

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### What is a Training Package?

Training Packages are a new government initiative designed to make training more flexible and affordable for industry. The Training Package concept is designed to provide industry, and those servicing industry, with greater flexibility in gaining competency to the standard required by the Information Technology industry.

### What are Competency Standards?

Competency based training and assessment is carried out against a set of competency standards. These identify the minimum skills and knowledge required by an employee to perform a particular function. They also identify any underpinning knowledge and attributes required to undertake a task. Competency standards are statements that outline what a person is to do and how well, or to what standards, they are expected to perform. Competency standards are developed with industry so they relate directly to the workplace.

### About this course.

This course provides a learning pathway to the training package qualification, CII in Information Technology (ICA20105) from the Information and Communications Technology Training Package (ICA05).

The nominal duration of this course can range from 280 hours to 365 hours (normally 335 hours) depending upon the electives chosen. However, the time taken to complete each unit depends the learner's ability on entry to the course.

Students are expected to spend at least an equivalent amount of hours off college for the completion of practical assignments.

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### Course Completion Requirements

This qualification consists of one (1) prerequisite unit, eight (8) core units and six (6) electives. Many of the unit numbers have changed from version A to version B. However, to avoid confusion between this document and the website, we have retained original version name.

#### Group 1 Core Modules:

The group 1 module is a pre-requisite to some core units found in Group 2. This module must be completed first if it has not already been completed elsewhere.

Number	Module Name
ICAU1128A	Operate a personal computer

#### Group 2 Core Modules:

The group 2 units are core units, all of which must be completed.

Number	Module Name	Number	Module Name
BSBCM106A	Follow workplace safety procedures	ICAU2013B	Integrate commercial computing packages
ICAD2012B	Design organisational documents using computing packages	ICAU2231B	Use computer operating system
ICAU1128B	Operate computer hardware	ICAW2001B	Work effectively in an IT environment
ICAU2005B	Operate computing packages	ICAW2002B	Communicate in the workplace

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### Group 3 Elective Modules:

The group 3 units are elective units, of which 6 units must be completed. There are many units in this elective group, however, due to the current availability of resources not all units may be available. Check with your teacher which units can be supported.

Number	Module Name	Number	Module Name
ICAD2003B	Receive and process oral and written communication	ICAS3115B	Maintain equipment and software in working order
ICAD3218B	Create user documentation	ICAS3121B	Administer network peripherals
ICAI2015B	Install software applications	ICAS3234B	Care for computer hardware
ICAI3021B	Connect internal hardware components	ICAT3025B	Run standard diagnostic tests
ICAS2008B	Maintain inventories for equipment, software and documentation	ICAU2007B	Maintain equipment and consumables
ICAS2009B	Interact with clients	ICAU3004B	Apply occupational health and safety procedures
ICAS2010B	Apply problem solving techniques to routine malfunctions	ICAU3019B	Migrate to new technology
ICAS2014B	Connect hardware peripherals	ICAW2011B	Work individually or in a team to achieve organisational goals
ICAS2016B	Record client support requirements	ICPKN315B	Apply knowledge and requirements of the multimedia sector
ICAS2017B	Maintain system integrity	ICPMM263B	Access and use the Internet
ICAS2243B	Detect and protect from spam and destructive software	ICPMM321B	Capture a digital image
ICAS3034B	Determine and action network problem		

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**Enrichment Modules (Group 4):** These units do not count towards course completion and should only be undertaken on specific advice from your teacher.

Number	Module Name	Number	Module Name
ICAU1129B	Operate a word processing application	ICAU1133B	Send & retrieve information using web browsers & email
ICAU1130B	Operate a spreadsheet application	NSWTICT201B	Aboriginal perspectives on IT
ICAU1131B	Operate database application	NSWTICT202B	Aboriginal career and learning opportunities related to IT
ICAU1132B	Operate a presentation package		

### Suggested Course progression

The only thing each of our flexible students has in common is that everyone is different. Some students come to study full time, others to study as work or family commitments allow, others may come with a need to study specific units. Students may also come into this course with skills which can be recognized using our RPL Process (See the next section).

So it's important to negotiate with your teacher an individual learning plan, so that we are better informed to help you meet your goals. But for those needing direction on where to start, the following gives you a 'standard' list of suggested units and order of progression. This is only a suggested approach. Please discuss your plans with your teacher at the start of each semester. Feel free to renegotiate this plan with your teacher each time your personal circumstances change.

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### Course Map:

Start Here →

#### Start with these - Hardware Units:

ICAU2231A Use a computer operating System (Core)  
ICAU2005B Operate computer hardware (Core)  
BSBCMN106B Follow workplace safety procedures (Core)  
ICAS2014B Connect hardware peripherals (Elective)

#### Then try – Software Units:

ICAU2006B Operate computing packages (Core)  
ICAU2013B Integrate commercial computing packages (Core)  
ICAS2009B Interact with clients (Elective)  
ICAD2012B Design organisation documents using computing packages (Core)

#### Followed by – PC Support Units:

ICAT3025B Run standard diagnostic tests (Elective)  
ICAW2002B Communicate in the workplace (Core)  
ICAS2017B Maintain system integrity (Elective)

#### Ending with – PC Administration Units:

ICAW2001B Work effectively in an IT Environment (Core)  
ICAS2008B Maintain inventories for equipment, software & documentation (Elective)  
ICAI2015B Install software applications (Elective)

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### Recognition of Prior Learning

TAFE NSW recognizes the skills and knowledge that you have gained through previous studies, work and life experiences. When you start your course we can take these skills into account. We call this **Recognition of Prior Learning (RPL)**.

If you are given recognition it means that you do not have to do all the subject/units in your course.

You may be considered for recognition if you have:

- Successfully completed the same module or subject in any other TAFE course.
- Successfully completed a similar module or subject in a course studied at TAFE or any other educational institution.
- Relevant industrial, workplace, community or life experiences.

To apply for recognition you will need to provide evidence of your previous study or experience such as original result notices, certificates or references. You will also need to fill out an Enrolment Adjustment Recognition form and attach a photocopy of your Enrolment Form, then submit all the abovementioned for processing.

If you have a current enrolment in the Level II Certificate in Information Technology and wish to apply for recognition, please contact the Head Teacher, Information Technology, at the Parkes Campus.

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### Using the Module Log Book to Record Your Progress.

The **Certificate II in Information Technology** will be assessed using a number of methods including:

- In class exercises and/or tests
- In class observations
- Home assignments
- Individual module projects
- Unit projects covering a number of units that have been grouped for assessment purposes.

The following section of your Course Log Book is called your Individual Learning Plan. It is important that when you start a course, that you and your teacher create an individual learning plan. This plan should indicate the order in which subjects will be attempted and estimate timeframes for each of them. In this way, you will be better able to monitor your progress through your course and adjust your study to get the best result possible.

#### Note:

- This Course Log Book is your record that you are progressing through the course. **DO NOT LOSE IT.**
- You should have the log with you so that the assessment event dates can be recorded accurately.
- The logbook is only a guide for you. Your actual results are maintained by TAFE NSW and can be accessed by asking your teacher.

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### Individual Learning Plan

Suggested Order	Number	Module Name	Hours	Date assignment was emailed.	Grade allocated by teacher.
1	ICAU1128A	Operate a personal computer	15		
	BSBCMN106A	Follow workplace safety procedures	10		
	ICAD2012A	Design organisational documents using computing packages	35		
	ICAU2005A	Operate computer hardware	25		
	ICAU2006A	Operate computing packages	40		
	ICAU2013A	Integrate commercial computing packages	25		
	ICAU2231A	Use computer operating system	20		
	ICAW2001A	Work effectively in an IT environment	25		
	ICAW2002A	Communicate in the workplace	25		
	ICAD2003A	Receive and process oral and written communication	20		
	ICAD3218A	Create user documentation	20		
	ICAI2015A	Install software applications	25		
	ICAI3021A	Connect internal hardware components	40		
	ICAS2008A	Maintain inventories for equipment, software and documentation	10		
	ICAS2009A	Interact with clients	10		
	ICAS2010A	Apply problem solving techniques to routine malfunctions	20		
	ICAS2014A	Connect hardware peripherals	10		
	ICAS2016A	Record client support requirements	10		
	ICAS2017A	Maintain system integrity	15		
	ICAS2243A	Detect and protect from spam and destructive software	10		

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	ICAS3034A	Determine and action network problem	20		
	ICAS3115A	Maintain equipment and software in working order	20		
	ICAS3121A	Administer network peripherals	20		
	ICAS3234A	Care for computer hardware	20		
	ICAT3025A	Run standard diagnostic tests	10		
	ICAU2007A	Maintain equipment and consumables	15		
	ICAU3004A	Apply occupational health and safety procedures	10		
	ICAU3019A	Migrate to new technology	20		
	ICAW2011A	Work individually or in a team to achieve organisational goals	20		
	ICPKN315A	Apply knowledge and requirements of the multimedia sector	120		
	ICPMM263A	Access and use the Internet	20		
	ICPMM321A	Capture a digital image	50		