

NEW SOUTH WALES
TECHNICAL AND FURTHER EDUCATION COMMISSION

Course Log Book

Student Name: _____

Certificate III in Information Technology – Software Applications

NSW Course Number: 19002

NSW Version Number: 3

ICA05 Information and Communication Technology

Qualification Code: ICA30105

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Introduction

You are enrolled in Certificate III in Information Technology (Software Applications), Course No 19002. 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 install and configure workstation hardware, install software, configure advanced features of software, document systems and train users.

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.

Relationship To Subsequent Information Technology Courses

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

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.

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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, CIII in Information Technology (ICA30105) from the Information and Communications Technology Training Package (ICA05).

The nominal duration of this course is approximately 600 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

The course includes 9 foundation units, 6 common core units, 4 application specialist core stream units and 4 elective units. Many of the unit numbers for 2009 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 units are foundation level units that can be found in the 19001 Certificate II in Information Technology. These units must be completed first if they have not already been completed elsewhere.

Number	Module Name	Number	Module Name
BSBCM106B	Follow workplace safety procedures	ICAU2013B	Integrate commercial computing packages
ICAD2012B	Design organisational documents using computing packages	ICAU2231B	Use computer operating system
ICAU1128B	Operate a personal computer	ICAW2001B	Work effectively in an IT environment
ICAU2005B	Operate computer hardware	ICAW2002B	Communicate in the workplace
ICAU2006B	Operate computing packages		

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Group 2 Core Modules:

The group 2 units are core units common to each Certificate stream, all of which must be completed.

Number	Module Name	Number	Module Name
ICAD3218B	Create user documentation	ICAS3234B	Care for computer hardware
ICAI3020B	Install and optimise operating system software	ICAT3025B	Run standard diagnostic tests
ICAS3031B	Provide advice to clients	ICAU3004B	Apply occupational health and safety procedures

Group 3 Core Modules:

The group 3 units are core units with specialist application skills. All of these units must be completed.

Number	Module Name	Number	Module Name
ICAI3110C	Implement system software changes	ICAU3028B	Customize packaged software applications for clients
ICAU3019B	Migrate to new technology	ICAU3126B	Use advanced features of computer applications

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Group 4 Elective Modules:

The group 4 units are elective units, of which 4 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
ICAB3018B	Develop macros and templates for clients using standard products	ICAS3034B	Determine and action network problem
ICAB4135B	Create a simple mark-up language document to specification	ICAS3115B	Maintain equipment and software in working order
ICAB4169B	Use development software & IT tools to build a basic website	ICAS3120B	Configure and administer a network operating system
ICAB4225B	Automate processes	ICAS3121B	Administer network peripherals
ICAD4190B	Maintain information standards	ICAS4108B	Complete database backup and recovery
ICAD4217B	Create technical documentation	ICAS4127B	Support system software
ICAI3021B	Connect internal hardware components	ICAS4134B	Provide first level remote helpdesk support
ICAI3101B	Install and manage network protocols	ICAS4191B	Maintain website performance
ICAI4029B	Install network hardware to a network	ICAS4201B	Transfer content to a website using commercial packages
ICAI4030B	Install software to networked computers	ICAT4185B	Create a website testing procedure
ICAI4097B	Install and configure a network	ICAU4207B	Apply web authoring tool to convert client data for websites
ICAS3024B	Provide basic system administration	ICTCC330B	Manage customer relationships
ICAS3032B	Provide network systems administration		

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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

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.

Start Here →

Stage 1. Foundation Units

Start with these - Hardware Units:

ICAU2231B Use a computer operating System (Foundation)
ICAU2005B Operate computer hardware (Foundation)
BSBCMN106B Follow workplace safety procedures (Foundation)

Then try – Software Units:

ICAU2006B Operate computing packages (Foundation)
ICAU2013B Integrate commercial computing packages (Foundation)
ICAD2012B Design organisation documents using computing packages (Foundation)

Followed by – PC Administration Units:

ICAW2002B Communicate in the workplace (Foundation)
ICAW2001B Work effectively in an IT Environment (Foundation)

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Stage 2. Core Units

Setting up a Workstation – Hardware/OS Units:

ICAI3020B Install and optimise operating system software
ICAS3234B Care for computer hardware
ICAT3025B Run standard diagnostic tests

Supporting IT in the workplace – Administration Units:

CAD3218B Create user documentation
ICAS3031B Provide advice to clients
ICAU3004B Apply occupational health and safety procedures

Stage 3. Specialist Core Units

Being a Power User – Software Units:

ICAU3019B Migrate to new technology
ICAU3126B Use advanced features of computer applications

Making Applications work for you –Software Units:

ICAI3110B Implement system software changes
ICAU3028B Customise packaged software applications for clients

Stage 4. Elective Units

Elective Units:

Choice of 4 Electives

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Recognition of Prior Learning

TAFE NSW recognises 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 unit or subject in any other TAFE course.
- Successfully completed a similar unit 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 III in Information Technology – Software Applications** will be assessed using a number of methods including:

In class exercises and/or tests

In class observations

Home assignments

Individual unit projects

Unit projects covering a number of competencies that have been grouped for assessment purposes.

The following section of your Course Log Book is called the 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 and your record that you have partially completed components of one, or, a number of units. **DO NOT LOSE IT.**
- You should have the log with you at all times so that the results for assessment events may be recorded as they happen. It will be difficult for all if you require the log to be written up for a period of weeks etc.
- 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	Unit Name	Hours	Date assignment was emailed.	Grade allocated by teacher.
	BSBCM106B	Follow workplace safety procedures	10		
	ICAD2012B	Design organisational documents using computing packages	35		
	ICAU1128B	Operate a personal computer	15		
	ICAU2005B	Operate computer hardware	25		
	ICAU2006B	Operate computing packages	40		
	ICAU2013B	Integrate commercial computing packages	25		
	ICAU2231B	Use computer operating system	20		
	ICAW2001B	Work effectively in an IT environment	25		
	ICAW2002B	Communicate in the workplace	25		
	ICAD3218B	Create user documentation	20		
	ICAI3020B	Install and optimise operating system software	20		
	ICAS3031B	Provide advice to clients	40		
	ICAS3234B	Care for computer hardware	20		
	ICAT3025B	Run standard diagnostic tests	10		
	ICAU3004B	Apply occupational health and safety procedures	10		
	ICAI3110AB	Implement system software changes	20		
	ICAU3019B	Migrate to new technology	20		
	ICAU3028B	Customise packaged software applications for clients	40		
	ICAU3126B	Use advanced features of computer applications	30		
	ICAB3018B	Develop macros and templates for clients using standard products	60		
	ICAB4135B	Create a simple mark-up language document to specification	20		

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	ICAB4169B	Use development software & IT tools to build a basic website	20		
	ICAB4225B	Automate processes	40		
	ICAD4190B	Maintain information standards	20		
	ICAD4217B	Create technical documentation	20		
	ICAI3021B	Connect internal hardware components	40		
	ICAI3101B	Install and manage network protocols	30		
	ICAI4029B	Install network hardware to a network	40		
	ICAI4030B	Install software to networked computers	40		
	ICAI4097B	Install and configure a network	50		
	ICAS3024B	Provide basic system administration	20		
	ICAS3032B	Provide network systems administration	20		
	ICAS3034B	Determine and action network problem	20		
	ICAS3115B	Maintain equipment and software in working order	20		
	ICAS3120B	Configure and administer a network operating system	40		
	ICAS3121B	Administer network peripherals	20		
	ICAS4108B	Complete database backup and recovery	40		
	ICAS4127B	Support system software	50		
	ICAS4134B	Provide first level remote helpdesk support	30		
	ICAS4191B	Maintain website performance	20		
	ICAS4201B	Transfer content to a website using commercial packages	20		
	ICAT4185B	Create a website testing procedure	20		
	ICAU4207B	Apply web authoring tool to convert client data for websites	20		
	ICTCC330B	Manage customer relationships	20		