

NEW SOUTH WALES
TECHNICAL AND FURTHER EDUCATION COMMISSION

Course Log Book

Student Name: _____

Certificate III in Information Technology – Network Administration

NSW Course Number: 19003

NSW Version Number: 4

ICA05 Information and Communication Technology

Qualification Code: ICA30105

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Introduction

You are enrolled in Certificate III in Information Technology (Network Administration), Course No 19003. 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 workstations into an existing network, configure user access to existing servers, troubleshoot network problems, install networked software and support 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 650 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, 6 network specialist core stream units and 4 elective units. Many of the unit numbers for 2010 have changed from version A to version B. The Internet resources pages may have the units listed as the A version, but can also be used by students who are enrolled in B version units. If you are unsure, please contact your teacher.

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
BSBCM106A	Follow workplace safety procedures	ICAU2013A	Integrate commercial computing packages
ICAD2012A	Design organisational documents using computing packages	ICAU2231A	Use computer operating system
ICAU1128A	Operate a personal computer	ICAW2001A	Work effectively in an IT environment
ICAU2005A	Operate computer hardware	ICAW2002A	Communicate in the workplace
ICAU2006A	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 network skills. All of these units must be completed.

Number	Module Name	Number	Module Name
ICAI3101B	Install and manage network protocols	ICAS3034B	Determine and action network problem
ICAS3024B	Provide basic system administration	ICAS3120B	Configure and administer a network operating system
ICAS3032B	Provide network systems administration	ICAS3121B	Administer network peripherals

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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
ICAU2005B Operate computer hardware
BSBCMN106A Follow workplace safety procedures

Then try – Software Units:

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

Followed by – PC Administration Units:

ICAW2002A Communicate in the workplace
ICAW2001A Work effectively in an IT Environment

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Stage 2. Core and Specialist units

Managing a Workstation – Operating System Units:

ICAI3020B Install and optimise operating system software
ICAS3024B Provide basic system administration
ICAU3004A Apply occupational health and safety procedures

Supporting a LAN in the workplace – Network Config Units:

ICAS3032B Provide network systems administration
ICAS3034B Determine and action network problems
ICAS3120B Configure and administer a network operating system
ICAS3121B Administer network peripherals
ICAI3101B Install and manage network protocols

Supporting IT Users – Software/Admin Units:

ICAT3025B Run standard diagnostic tests
ICAS3234B Care for computer hardware
ICAD3218B Create user documentation
ICAS3031B Provide advice to clients

Advanced Workstation Support –Software/Hardware Units:

ICAI3021B Connect internal hardware components
ICAS3115B Maintain equipment and software in working order
ICAI3110B Implement system software changes
ICAU3126B Use advanced features of computer applications

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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 – Network Administration** 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. **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 TAFENSW and can be accessed by asking your teacher.

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Individual Learning Plan

Suggested Order	Number	Module Name	Hours	Actual Date Completed	Assessors Signature
	BSBCMN106A	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		
	ICAI3101B	Install and manage network protocols	30		
	ICAS3024B	Provide basic system administration	20		
	ICAS3032B	Provide network systems administration	20		
	ICAS3034B	Determine and action network problem	20		
	ICAS3120B	Configure and administer a network operating system	40		

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	ICAS3121B	Administer network peripherals	20		
	ICAB3018B	Develop macros and templates for clients using standard products	60		
	ICAB4135B	Create a simple mark-up language document to specification	20		
	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		
	ICAI3110B	Implement system software changes	20		
	ICAI4029B	Install network hardware to a network	40		
	ICAI4030B	Install software to networked computers	40		
	ICAI4097B	Install and configure a network	50		
	ICAS3115B	Maintain equipment and software in working order	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		
	ICAU3019B	Migrate to new technology	20		
	ICAU3028B	Customise packaged software applications for clients	40		
	ICAU3126B	Use advanced features of computer applications	30		
	ICAU4207B	Apply web authoring tool to convert client data for websites	20		

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	ICTCC330B	Manage customer relationships	20		
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