

NEW SOUTH WALES
TECHNICAL AND FURTHER EDUCATION COMMISSION

Course Log Book

Student Name: _____

Certificate IV in Information Technology – Website Design

NSW Course Number: 19007

NSW Version Number: 3

ICA05 Information and Communication Technology

Qualification Code: ICA40405

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Introduction

You are enrolled in Certificate IV in Information Technology (Website Design), Course No 19007. 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 server and workstation hardware, design corporate files systems, troubleshoot networks, install network hardware and design addressing schemes.

This course is for people who want to learn networking skills to assist and support other computer users in their work. The course is also suitable for people who want to pursue a career as a Website Designer.

Relationship To Subsequent Information Technology Courses

When you successfully complete this course you can choose to continue onto 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, CIV in Information Technology (ICA40305) from the Information and Communications Technology Training Package (ICA05).

The nominal duration of this course is approximately 925 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, 10 common Certificate IV level cores units, 13 web design specialist core stream units and 3 elective units. Many of the unit numbers for 2010 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 Units:

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	Unit Name	Number	Unit Name
BSBCMN106B	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 Units:

The group 2 units are core units common to Certificate IV level courses, all of which must be completed.

Number	Unit Name	Number	Unit Name
BSBCMN304A	Contribute to personal skill development and learning	ICAD4217B	Create technical documentation
CUSADM08B	Address copyright requirements	ICAI4189B	Ensure website content meets technical protocols and standards
ICAA4041C	Determine and confirm client business expectations and needs	ICAT4221B	Locate equipment, system and software faults
ICAB4135B	Create a simple mark-up language document to specification	ICAU4205B	Select and employ software and hardware tools
ICAB4225B	Automate processes	ICAW4214B	Maintain ethical conduct
ICAD4043B	Develop and present a feasibility report	PSPPM402B	Manage simple projects

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Group 3 Core Units:

The group 3 units are core units with specialist Website Design skills, all of which must be completed.

Number	Unit Name	Number	Unit Name
CUFMEM07B	Apply principles of visual design and communication to the development of a multimedia product	ICAD3218B	Create user documentation
ICAA4142C	Design a website to meet technical requirements	ICAD4198B	Develop guidelines for up-loading information to a website
ICAA4233B	Determine and apply appropriate development methodologies	ICAS4201B	Transfer content to a website using commercial packages
ICAB4137B	Produce basic client side script for dynamic web pages	ICAT4183B	Confirm accessibility of website for people with special needs
ICAB4171B	Develop cascading style sheets	ICAU4207B	Apply web authoring tool to convert client data for websites

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Group 4 Elective Units:

The group 4 units are elective units, of which 3 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	Unit Name	Number	Unit Name
ICAB4169B	Use development software & IT tools to build a basic website	ICAS4191B	Maintain website performance
ICAB4220B	Create scripts for networking	ICAS4200B	Monitor traffic and compile website traffic reports
ICAD4190B	Maintain information standards	ICAT4184B	Ensure site usability for full range of users
ICAS4108B	Complete database backup and recovery	ICAT4185B	Create a website testing procedure
ICAS4113B	Identify and resolve common database performance problems	ICAT4186B	Conduct operational acceptance tests of websites
ICAS4124B	Monitor and administer network security	ICAT4194B	Ensure basic website security
ICAS4125B	Monitor and administer a database		

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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 Unit Log Book to Record Your Progress.

The **Certificate IV in Information Technology – Website Design** will be assessed using a number of methods including:

- In class exercises and/or tests
- In class observations
- Home assignments
- Individual unit projects
- 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	Unit Name	Hours	Date assignment was emailed.	Grade allocated by teacher.
	BSBCM106A	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		
	BSBCM304A	Contribute to personal skill development and learning	30		
	CUSADM08A	Address copyright requirements	20		
	ICAA4041B	Determine and confirm client business expectations and needs	30		
	ICAB4135B	Create a simple mark-up language document to specification	20		
	ICAB4225B	Automate processes	40		
	ICAD4043B	Develop and present a feasibility report	20		
	ICAD4217B	Create technical documentation	20		
	ICAI4189B	Ensure website content meets technical protocols and standards	30		
	ICAT4221B	Locate equipment, system and software faults	20		
	ICAU4205B	Select and employ software and hardware tools	40		
	ICAW4214B	Maintain ethical conduct	10		
	PSPPM402B	Manage simple projects	62		
	CUFMEM07A	Apply principles of visual design and communication to the development of a multimedia product	72		
	ICAA4142B	Design a website to meet technical requirements	40		
	ICAA4233B	Determine and apply appropriate development methodologies	20		

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	ICAB4137B	Produce basic client side script for dynamic web pages	40		
	ICAB4171B	Develop cascading style sheets	20		
	ICAD3218B	Create user documentation	20		
	ICAD4198B	Develop guidelines for up-loading information to a website	20		
	ICAS4201B	Transfer content to a website using commercial packages	20		
	ICAT4183B	Confirm accessibility of website for people with special needs	10		
	ICAU4207B	Apply web authoring tool to convert client data for websites	20		
	ICAB4169B	Use development software & IT tools to build a basic website	20		
	ICAB4220B	Create scripts for networking	40		
	ICAD4190B	Maintain information standards	20		
	ICAS4108B	Complete database backup and recovery	40		
	ICAS4113B	Identify and resolve common database performance problems	30		
	ICAS4124B	Monitor and administer network security	20		
	ICAS4125B	Monitor and administer a database	30		
	ICAS4191B	Maintain website performance	20		
	ICAS4200B	Monitor traffic and compile website traffic reports	20		
	ICAT4184B	Ensure site usability for full range of users	15		
	ICAT4185B	Create a website testing procedure	20		
	ICAT4186B	Conduct operational acceptance tests of websites	20		
	ICAT4194B	Ensure basic website security	20		