

NEW SOUTH WALES
TECHNICAL AND FURTHER EDUCATION COMMISSION

Course Log Book

Student Name: _____

Certificate IV in Information Technology – Networking

NSW Course Number: 19009

NSW Version Number: 5

ICA05 Information and Communication Technology

Qualification Code: ICA40405

19009 CERTIFICATE IV IN NETWORKING–2011 V5.1

COURSE LOG BOOK

Introduction

You are enrolled in Certificate IV in Information Technology (Networking), Course No 19009. 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 Network Engineer.

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.

19009 CERTIFICATE IV IN NETWORKING–2011 V5.1 COURSE LOG BOOK

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 (ICA40405) from the Information and Communications Technology Training Package (ICA05).

The nominal duration of this course is approximately 935 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.

19009 CERTIFICATE IV IN NETWORKING–2011 V5.1 COURSE LOG BOOK

Course Completion Requirements

The course includes 13 foundation units, 16 network specialist core stream units and 4 elective units. Many of the unit numbers for 2011 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 either the 19001 Certificate II in Information Technology or the 19003 Certificate III in Network Administration. These units must be completed first if they have not already been completed elsewhere.

Number	Unit Name	Number	Unit Name
BSBCM106A	Follow workplace safety procedures	ICAW2001B	Work effectively in an IT environment
ICAD2012B	Design organisational documents using computing packages	ICAW2002B	Communicate in the workplace
ICAU1128B	Operate a personal computer	ICAI3020B	Install and optimise operating system software
ICAU2005B	Operate computer hardware	ICAI3101B	Install and manage network protocols
ICAU2006B	Operate computing packages	ICAS3032B	Provide network systems administration
ICAU2013B	Integrate commercial computing packages	ICAS3120C	Configure and administer a network operating system

19009 CERTIFICATE IV IN NETWORKING–2011 V5.1 COURSE LOG BOOK

Group 2 Core Units:

The group 2 units are core units with specialist networking skills, all of which must be completed.

Number	Unit Name	Number	Unit Name
BSBCMN304A	Contribute to personal skill development and learning	ICAI4097C	Install and configure a network
ICAA4041C	Determine and confirm client business expectations and needs	ICAI4099B	Build an intranet
ICAB4220B	Create scripts for networking	ICAI4188B	Install and maintain a server
ICAB4225B	Automate processes	ICAS4124B	Monitor and administer network security
ICAD4043B	Develop and present a feasibility report	ICAS4127B	Support system software
ICAD4217B	Create technical documentation	ICAT4221B	Locate equipment, system and software faults
ICAI4029C	Install network hardware to a network	ICAW4214B	Maintain ethical conduct
ICAI4030B	Install software to networked computers	PSPPM402B	Manage simple projects

19009 CERTIFICATE IV IN NETWORKING–2011 V5.1 COURSE LOG BOOK

Group 3 Elective Units:

The group 3 units are elective units, of which 2* 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
ICAA4233B	Determine and apply appropriate development methodologies	ICAB4170B	Build a database
ICAA5144B	Determine best-fit topology for a local network	ICAI5176B	Install and configure router
ICAA5145B	Identify best-fit topology for a wide area network	ICAS4106B	Action and complete change requests
ICAB4135B	Create a simple mark-up language document to specification	ICAS4114B	Implement maintenance procedures
ICAB4136B	Use SQL to create database structures and manipulate data	ICAS5102B	Establish and maintain client user liaison

- Although 4 electives are required, effectively only two electives need to be chosen from this group, the other two electives can be counted from group 1.

19009 CERTIFICATE IV IN NETWORKING–2011 V5.1

COURSE LOG BOOK

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:

ICAU2231 Use a computer operating System
ICAU2005 Operate computer hardware
BSBCMN106 Follow workplace safety procedures

Then try – Software Units:

ICAU2006 Operate computing packages
ICAU2013 Integrate commercial computing packages
ICAD2012 Design organisation documents using computing packages

Followed by – PC Administration Units:

ICAW2002 Communicate in the workplace
ICAW2001 Work effectively in an IT Environment

19009 CERTIFICATE IV IN NETWORKING–2011 V5.1

COURSE LOG BOOK

Stage 2. Core Units

Managing a Workstation – Operating System Units:

ICAI3020 Install and optimize operating system software
ICAS3024 Provide basic system administration
ICAU3004 Apply occupational health and safety procedures
ICAS3031 Provide advice to clients

Supporting a LAN in the workplace – Network Config Units:

ICAS3032 Provide network systems administration
ICAS3034 Determine and action network problems
ICAS3120 Configure and admin a network operating system
ICAS3121 Administer network peripherals
ICAI3101 Install and manage network protocols

Supporting IT Systems – Software/Hardware Units:

ICAT3025 Run standard diagnostic tests
ICAS3234 Care for computer hardware
ICAI3021 Connect internal hardware components
ICAS3115 Maintain equipment and software in working order

Advanced Workstation Support –Software/Hardware Units:

ICAU3028 Customise packaged software applications for clients
ICAU3126 Use advanced features of computer applications
ICAD3223 Create user documentation

19009 CERTIFICATE IV IN NETWORKING–2011 V5.1

COURSE LOG BOOK

Scripting – Software Units:

ICAB4220 Create scripts for networking
ICAB4225 Automate processes

Now its getting serious –Client and project man Units:

ICAA4041 Determine and confirm client business expectations and needs
ICAD4043 Develop and present a feasibility report
ICAW421A Maintain ethical conduct
PSPPM404 Manage simple projects

Major network installation –Software/Hardware Units:

ICAI4097 Install and configure a network
ICAI4188 Install and maintain a server
ICAD4217 Create technical documentation
ICAI4029 Install network hardware to a network
ICAI4099 Build an intranet

Supporting a Business LAN –Software/Hardware Units:

ICAI4030 Install software to networked computers
ICAS4124 Monitor and administer network security
ICAS4127 Support system software
ICAT4221 Locate equipment, system and software faults

19009 CERTIFICATE IV IN NETWORKING–2011 V5.1 COURSE LOG BOOK

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.

19009 CERTIFICATE IV IN NETWORKING–2011 V5.1 COURSE LOG BOOK

Using the Unit Log Book to Record Your Progress.

The **Certificate IV in Information Technology – Networking** 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.

19009 CERTIFICATE IV IN NETWORKING–2011 V5.1 COURSE LOG BOOK

Individual Learning Plan

Suggested Order	Number	Unit Name	Hours	Date assignment was emailed.	Grade allocated by teacher.
	BSBCMN106A	Follow workplace safety procedures	10		
	ICAD2012A	Design organisational documents using computing packages	35		
	ICAU1128A	Operate a personal computer	15		
	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		
	ICAI3020A	Install and optimise operating system software	20		
	ICAI3101A	Install and manage network protocols	30		
	ICAS3032A	Provide network systems administration	20		
	ICAS3120A	Configure and administer a network operating system	40		
	BSBCMN304A	Contribute to personal skill development and learning	30		
	ICAA4041A	Determine and confirm client business expectations and needs	30		
	ICAB4220A	Create scripts for networking	40		
	ICAB4225A	Automate processes	40		
	ICAD4043A	Develop and present a feasibility report	20		
	ICAD4217A	Create technical documentation	20		
	ICAI4029A	Install network hardware to a network	40		
	ICAI4030A	Install software to networked computers	40		

19009 CERTIFICATE IV IN NETWORKING–2011 V5.1 COURSE LOG BOOK

	ICAI4097A	Install and configure a network	50		
	ICAI4099A	Build an intranet	50		
	ICAI4188A	Install and maintain a server	20		
	ICAS4124A	Monitor and administer network security	20		
	ICAS4127A	Support system software	50		
	ICAT4221A	Locate equipment, system and software faults	20		
	ICAW4214A	Maintain ethical conduct	10		
	PSPPM402B	Manage simple projects	62		
	ICAA4233A	Determine and apply appropriate development methodologies	20		
	ICAA5144A	Determine best-fit topology for a local network	20		
	ICAA5145A	Identify best-fit topology for a wide area network	20		
	ICAB4135A	Create a simple mark-up language document to specification	20		
	ICAB4136A	Use SQL to create database structures and manipulate data	60		
	ICAB4170A	Build a database	30		
	ICAI5176A	Install and configure router	20		
	ICAS4106A	Action and complete change requests	60		
	ICAS4114A	Implement maintenance procedures	10		
	ICAS5102A	Establish and maintain client user liaison	20		