

Certificate II in Information Technology (ICA20105)

Certificate III in Information Technology (ICA30105)

Certificate IV in Information Technology (Networking) (ICA40405)

1. Aims

The Certificate II through to Certificate IV courses in Information Technology are designed to provide skills and knowledge in use of Information Technology. The Certificate IV level course provides students the opportunity to focus on the computer networking area of Information Technology.

2. Course Outcomes

These courses in IT provide students with the necessary skills for the following purposes:

Certificate II

- To provide core IT skills as enabling skills for a wide variety of career options

Certificate III

- To undertake work as an IT technician
- To undertake work in a range of IT support roles (eg user, operations, PC, technical and/or client)
- To facilitate access to employment including setting up a small business
- As a precursor to higher level studies.

Certificate IV

- To undertake work as an IT technician specialising in computer networking. Suitable positions could be titled as Network Administrator, Network Manager, Network Operations Analyst, Network Operations Engineer, Network Operations Technician etc.)
- To facilitate access to employment including setting up a small business
- As a precursor to studies at other educational institutions.

3. Overview

These qualifications are fully competency-based. The courses will involve classroom-based delivery, but will utilise a wide range of teaching-learning methods including extensive practical opportunities to consolidate skills learnt.

4. Duration

The Certificate II in Information Technology course is studied on a part time basis for up to 16 weeks. The Certificate III in Information Technology and Certificate IV in Information Technology (Networking) are studied over a semester which involves two 10 to 12 week periods of formal tuition as well as a two week mid semester break.

General intakes for the Certificate II course are in February, May/June and September. The general intakes for the Certificate III and IV are in February and July however students may be accepted at other times on a case by case basis.

5. Costs 2010

Application Fee

For students wishing to undertake formal assessed study there is a one off non-refundable enrolment application fee.

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|------------------------|-------|
| Australian students | \$75 |
| International students | \$200 |

Academic Fees

Fees for students of these courses are:

Australian Students

| | |
|-----------------|---------|
| Certificate II | \$2,000 |
| Certificate III | \$3,200 |
| Certificate IV | \$3,750 |

International students (Certificate III or IV only)

| | |
|-----------------|---------|
| Certificate III | \$3,450 |
| Certificate IV | \$4,000 |

Note: The college reserves the right to alter fees prior to the start of each academic year.

6. Entry Requirements

General requirements for entry are:

- A completed student application form & payment of the application fee
- A personal reference from a church pastor or community leader (eg employer, university or school teacher) unrelated to you.
- Minimum entry age for the Certificate II course is 16 years.
- Minimum entry age for the Certificate III and IV courses is 17 years (18 years for international students).

Students should in good conscience be able to subscribe to the ethic of Unity College Australia which is based on mainstream Christian values. This means that students will:

- respect those who hold Christian values
- respect college authority and other students
- respect college and student property
- comply with cultural and social standards including:
 - modesty of dress
 - honesty and integrity in dealing with others
 - sensitivity to students from cultures different to one's own
 - no consuming of alcohol or non-medicinal drugs, nor being under the influence of the same, while on campus. The college is a non-smoking environment.

7. Training Process

The qualifications will be taught in a sequential basis with students progressing from one course to the next based on need and the successful completion of the lower level course.

COURSE OUTLINE



Certificate II & III in Information Technology ***Certificate IV in Information Technology (Networking)***

The Certificate II course involves 6 to 10 hours of study per week depending on course length. The Certificate III and IV course entails a minimum of 20 hours of face to face classroom tuition and hands on experience. In addition students will have a range of requirements for out of classroom study and activities.

Unity College Australia used a wide variety of training methods. Training may be conducted through the following options:

Certificate II, III and IV

- lectures, presentations and demonstrations
- interactive discussions
- group participation
- individual tutorials
- practical skills exercises
- individual projects
- research into various IT resources
- audio/visual presentations

Unity College Australia adopts adult-learning principles. Participants in this program are therefore expected to take charge of their own learning process. It is expected that each selected participant will be committed to meeting the requirements of the relevant course and will attend relevant classes and activities and complete all work required for assessment.

8. Course Structure

The Certificate II qualification will be taught over eleven to sixteen weeks of part time study.

The Certificate III and Certificate IV qualifications will be taught over a single semester period with students progressing up the levels based on successful completion of the lower level.

Certificate II in Information Technology

This course provides students with a range of practical skills to be a competent user of Information Technology. Included is the development of skills in a range of core Microsoft products (Windows, Word and Excel (to an intermediate level), Outlook, Email and Powerpoint). Also included are skills in accessing the internet, how to protect against viruses and spyware and how to select and install software applications and hardware peripherals such as printers and scanners.

The following units of competency will be achieved through the completion of this qualification.

Core

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|------------|--|
| BSBCMN106B | Follow workplace safety procedures |
| ICAD2012B | Design organisational documents using computing packages |
| ICAU2005B | Operate computer hardware |
| ICAU2006B | Operate computing packages |

| | |
|-----------|---|
| ICAU2013B | Integrate commercial computing packages |
| ICAU2231B | Use computer operating system |
| ICAW2001B | Work effectively in an IT environment |
| ICAW2002B | Communicate in the workplace |

Elective (6 units will be studied)

| | |
|-----------|---|
| ICAI2015B | Install software applications |
| ICAS2014B | Connect hardware peripherals |
| ICAS2016B | Record client support requirements |
| ICAS2243B | Detect and protect from spam and destructive software |
| ICAU1128B | Operate a personal computer |
| ICPMM263B | Access and use the internet |
| ICAD2003B | Receive and process oral & written communication |
| ICAS2009B | Interact with Clients |
| ICPMM321B | Capture a digital image |

Certificate III in Information Technology

This semester length course is being run by Unity College through its partnership with Charity Computers. Topics covered include: hardware maintenance and repair, basic networking, operating systems, software management and client relations.

Charity Computers offers the trainee a unique opportunity for hands on training in an environment that handles a very wide range of computer hardware. This course also suits IT graduates who want to improve their practical skills in the PC and server area.

The individual units of competency gained through completing this course are as follows:

| | |
|-----------|---|
| ICAD3218B | Create user documentation |
| ICAI3020B | Install and optimise operating system software |
| ICAI3021B | Connect internal hardware components |
| ICAI3101B | Install and manage network protocols |
| ICAI4029B | Install network hardware to a network |
| ICAI4030B | Install software to networked computers |
| ICAI4097B | Install and configure a network |
| ICAS3024B | Provide basic system administration |
| ICAS3031B | Provide advice to clients |
| ICAS3032B | Provide network systems administration |
| ICAS3034B | Determine and action network problems |
| ICAS3120B | Configure and administer a network operating system |
| ICAS3121B | Administer network peripherals |
| ICAS3234B | Care for computer hardware |
| ICAT3025B | Run standard diagnostic tests |
| ICAU3004B | Apply occupational health and safety procedures |

COURSE OUTLINE

Certificate II & III in Information Technology
Certificate IV in Information Technology (Networking)



Certificate IV in Information Technology (Networking)

Topics covered include an in-depth study of IT networking, client relations and an introduction to project management.

The individual units of competency gained through completing this course are as follows:

| | |
|------------|--|
| BSBCMN304B | Contribute to personal skill development and learning |
| ICAA4041B | Determine and confirm client business expectations and needs |
| ICAB4220B | Create scripts for networking |
| ICAB4225B | Automate processes |
| ICAD4043B | Develop and present a feasibility report |
| ICAD4217B | Create technical documentation |
| ICAI4029B | Install network hardware to a network |
| ICAI4030B | Install software to networked computers |
| ICAI4097B | Install and configure a network |
| ICAI4099B | Build an intranet |
| ICAI4188B | Install and maintain a server |
| ICAS4124B | Monitor and administer network security |
| ICAS4127B | Support system software |
| ICAT4221B | Locate equipment, system and software faults |
| ICAW4214B | Maintain ethical conduct |
| PSPPM402B | Manage simple projects |

9. Nationally Recognised Competencies

Australia has a system of national standardisation of training for many industry areas including Information Technology. This system is implemented through the use of training packages (groups of courses) and individual units of competency.

All competencies studied in each of these courses are nationally recognised competencies from the Information Technology Training Package.



10. Assessment overview

A wide range of assessment tools are used including:

- attendance and class participation
- practical research and fieldwork
- computerised learning tools
- written assignments, exercises, presentations and/or tests
- journal/process diary completion

Competency-based assessment criteria apply to grading. The final Academic transcript will show the following results for each subject.

| | |
|-----|-------------------|
| C | Competent |
| NYC | Not Yet Competent |

Students who successfully complete the following requirements will be recommended for graduation:

- Satisfactory completion of all relevant academic requirements
- Payment of all outstanding fees owing to Unity College Australia
- Return of any loaned college resources
- Maintained a satisfactory level of conduct during his/her time at College
- Completion of any co-curricular requirements

11. Pathways

Continuation of further tertiary studies in Information Technology at Diploma or higher levels.

12. RPL & Recognition of Past Studies

Students are offered to apply for Recognition of Prior Learning (RPL) on the strength of formal or informal learning and experience for all Unity College Australia courses.

Relevant qualifications or units of competency studied at other Registered Training Organisations will be automatically recognised at no cost to the student.

13. Refund Policy

If you have already paid your tuition fees, Unity College Australia will refund all or part of your fees on the following basis.

Firstly where a student wishes to withdraw from a subject of study or a course, a 'Notification of Withdrawal' form must be completed and submitted to the Unity College office linked to your study. The date of withdrawal is the date in which written notification is received by the Unity College office.

Once initial payment has been made the amount of 50% of first semester's fees is non refundable. This is to take account of the commitment the college has to make to trainers in deciding if subjects have sufficient numbers of students enrolled to proceed.

Students can start a subject/course a maximum of two weeks after the commencement date. There is no refund for late commencements. No refunds will be provided in relation to application fees and/or international supplements.

Otherwise refunds will be made less the following withdrawal costs:

- prior to the cut off enrolment date for each term (Thursday before first week of term) - 10% of subject fees if payment has already been made.
- up to the first teaching week of term - 25% of the subject fee except where you have already been notified that a class for an optional subject will be running. In this case the full term fee is payable.
- after the first teaching week - no refund is payable.

The Principal of the local campus of Unity College will make the final decision about refunds. Refunds will normally be made in Australian dollars even if the initial payment was made in another currency. The student is responsible for any currency conversion costs.

Full refunds of all relevant fees will be paid where the college defaults in its delivery (eg where a course doesn't run). This is in line with the provisions of the ESOS Act 2000 and the ESOS regulations 2001 which apply to international students.

COURSE OUTLINE



Certificate II & III in Information Technology *Certificate IV in Information Technology (Networking)*

14. Other Courses

Unity College Australia offers a wide range of other courses including areas such as Music, Creative Ministries, English as a Second Language, Christian Ministry and Training and Assessment. For the most up to date information please visit our web site www.unity.edu.au

15. Course Dates:

2010 Semester 1

| | |
|-------------|---------------------------------------|
| Orientation | Monday 1 February - Friday 5 February |
| Term 1 | Monday 1 February - Friday 9 April |
| Term 2 | Tuesday 27 April - Friday 2 July |

2010 Semester 2

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|-------------|--|
| Orientation | Monday 19 July |
| Term 3 | Monday 19 July - Friday 24 September |
| Term 4 | Monday 11 October - Friday 10 December |
| Graduation | Thursday 16 December |

2011 Semester 1

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|-------------|--|
| Orientation | Monday 7 February - Friday 11 February |
| Term 1 | Monday 7 February - Thursday 15 April |
| Term 2 | Monday 2 May - Friday 8 July |