

COURSE OUTLINE



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.
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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 2012

Application Fee

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

Australian students	\$100
International students	\$200

Academic Fees

Fees for students of these courses are:

Australian Students

Certificate II	\$2,000
Certificate III	\$3,500
Certificate IV	\$4,000

International students (Certificate III or IV only)

Certificate III	\$3,800
Certificate IV	\$4,300

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

Government Funding

Unity College has received funding in 2012 for eligible Australian students living or working within the ACT wishing to undertake Certificate II and/or Certificate III in courses in Information Technology. This will enable eligible students to undertake such courses at a greatly reduced rate. Please contact the college for more information.

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

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- 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.

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:

- 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 ten 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

BSBCM106B	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

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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

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. Final assessment for each subject/unit studied will be shown as:

C Competent
 NYC Not Yet Competent

Final Academic Transcripts will show results only for subjects/units assessed as Competent.

Students will be recommended for graduation once the following requirements are met:

- 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 may apply for Recognition of Prior Learning (RPL) on the strength of formal or informal learning and experience. The student must:

- complete an 'RPL Initial Application' form
- pay the RPL Application fee
- participate in a preliminary interview to determine course and unit options and receive an RPL processing quote and appropriate RPL Submission Kit
- accept and pay the quoted RPL processing fee
- provide adequate supporting documentation (academic transcripts, certificates/diplomas, copies of achieved learning outcomes, course components and assignments)

It is the student's responsibility to outline the individual learning outcomes or skills they have acquired against the prescribed assessment criteria of the relevant subject(s). An RPL Initial Application is available from the Canberra campus office.

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.

The refund policy takes into account the commitment the college has to make to trainers in deciding if courses/subjects have sufficient numbers of students enrolled to proceed.

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Refunds of monies paid in the following manner:

International students:

- Once initial payment has been made and a study visa granted the first semester's course fees are non-refundable.
- Ongoing payments are treated as follows.

Other full-time students:

- Prior to the cut-off enrolment date for each semester (2 weeks prior to the first Monday of semester) - full refund less 10% of relevant semester subject fees.
- After the cut-off date - no refund is payable.
- Outstanding monies still owing within the current semester will remain payable.

Students can start a subject/course a maximum of two weeks after the commencement date. There is no refund for late commencements.

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.

Notwithstanding the above 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.

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:

2012 Semester 1

Term 1 Monday 6 February - Friday 13 April
Term 2 Monday 30 April - Friday 6 July

2012 Semester 2

Term 3 Monday 23 July - Friday 28 September
Term 4 Monday 15 October - Friday 14 December

2013 Semester 1

Term 1 Monday 4 February - Friday 12 April
Term 2 Monday 29 April - Friday 5 July

2013 Semester 2

Term 3 Monday 22 July - Friday 27 September
Term 4 Monday 14 October - Friday 13 December