



# ICT30118 Certificate III in Information, Digital Media and Technology (Network Administration)

National ID: ICT30118 | State ID: AB73

## About this course

### Ready to start your career in the fast growing ICT industry?

This course provides you with the skills and knowledge to support information technology activities in the workplace **across a range of ICT areas** including technical support and network administration.

You will learn how to configure, secure and test system software for a small home office network or small to medium business network.

At our Joondalup campus we also offer you the opportunity to gain a **dual qualification** during your study. You can complete this qualification and ICT30118 Certificate III in Information, Digital Media and Technology (Web Technologies), talk to staff when you enrol.

Benefits of the dual qualification include:

- Broadening your employment opportunities within the IT sector
- Furthering your skills to qualify you for a range of higher level qualifications
- Only need to enrol in one extra cluster of units to do the combined course

### Gain these skills

- Learn Networking Technologies that will support you in your learning of Cisco, Microsoft & RedHat products at CIV
- Disassemble and reassemble desktop PCs from their components and learn basic hardware maintenance.
- Advanced settings and features of the client side Windows Operating Systems using Virtual Machines.
- Programming C# gives you a head start in network scripting or more advanced programming languages from the Certificate IV levels.

- Create professional workplace documents using Microsoft Office 2016; Word (word processor), Excel (spreadsheet) and Access (database)

### Is this course right for me?

I have the following attributes:

- Strong client focus and a desire to assist others
- Methodical, disciplined and technically minded
- Excellent analytical and problem-solving skills
- Good communication skills

## Details

In order to comply with COVID-19 Government directed social distancing guidelines, some courses may include a mix of online learning, virtual classrooms (live web conferencing with your lecturer and class) and classroom delivery, as well as practical and work experience placements.

Lecturers will provide specific instructions to their student groups on how training will be undertaken.

## Semester 2, 2020

### Joondalup (Kendrew Crescent) - On Campus



Duration: **1 Semester/s**



When: **Semester 2, 2020**



How: **On campus**

## Units

### Core

National ID	Unit Title
BSBSUS401	Implement and monitor environmentally sustainable work practices
BSBWHS304	Participate effectively in WHS communication and consultation processes
ICTICT202	Work and communicate effectively in an ICT environment
ICTICT301	Create user documentation
ICTICT302	Install and optimise operating system software
ICTSAS308	Run standard diagnostic tests

## Elective

National ID	Unit Title
ICTICT203	Operate application software packages
ICTICT303	Connect internal hardware components
ICTICT304	Implement system software changes
ICTICT307	Customise packaged software applications for clients
ICTNWK301	Provide network systems administration
ICTNWK302	Determine and action network problems
ICTNWK304	Administer network peripherals
ICTNWK305	Install and manage network protocols
ICTPRG301	Apply introductory programming techniques
ICTSAS303	Care for computer hardware
ICTSAS307	Install, configure and secure a small office or home office network

## Entrance requirements

School Leaver	Non-School Leaver	AQF
OLNA or NAPLAN 9 Band 8	C Grades in Year 10 English and Maths or equivalent	Certificate I or Certificate II

## Further study

North Metropolitan TAFE offers you a range of further study opportunities, see below for a list of related courses.

## Job opportunities



[Help Desk Officer](#) | [Client Support Officer \(ICT\)](#) | [User Support Specialist](#) | [Customer Service Representative](#)

Please note this list should be used as a guide only as job titles and qualification requirements may vary between organisations.

## Important information

Other costs for consideration:

- External Hard-drive (approx. \$50)
- USB 2.0 (minimum) with at least 100 GB storage

## Fees and charges

### Local full time students

Course fees are made up of two components, tuition fees and resource fees.

**Tuition fees** are determined by multiplying the course fee rate by the nominal hours, which is the number of hours in which an average student could be expected to complete each unit. They are not the hours of training or instruction.

**Resource fees** are charges for material that are essential to a course or unit, and are purchased by NMT to be used by students during the course.

Fees may vary depending on the units you are enrolled in so an approximate amount has been shown. You will be given the exact amount of your fees at enrolment. Part time student fees will vary depending on the number of units you are enrolled in.

Please note, you may also need to buy textbooks or equipment for your course.

### International Students

Check [TAFE International WA](#) to confirm this course is available to international students. You will pay your tuition fees to TIWA.

**Please note, fees are subject to change.**