

ICT50118 - Diploma of Information Technology

CRICOS Course Code 099830K



Description

This qualification provides the skills and knowledge for an individual to administer and manage information and communications technology (ICT) support in small-to-medium enterprises (SMEs) using a wide range of general ICT technologies.

Persons working at this level provide a broader rather than specialised ICT support function, applying a wide range of higher-level technical skills in IT support area.

Who can Enrol?

Target group for this program will be clients who are 18 years and above, including mature aged clients who have completed Certificate IV qualification within the ICT training package or similar.

Pathways into the qualification

Individuals may enter this qualification after completing Certificate IV in Information Technology or similar qualification within ICT training package.

Pathways from the qualification

After achieving this qualification, individuals could progress to Advanced Diploma of Information Technology qualification.

Employment Pathways from the qualification

Possible job titles include:

- Information systems office manager.
- IT office manager.

Course Duration

This course will be delivered over a period of 52 weeks of full-time study for a minimum of 20 hours /week (44 Academic weeks and 8 weeks of Holidays).

Mode of Delivery

- Classroom-based training with simulated workplace environment.
- Assessment in simulated environment.
- Self-study and research.

Course Fees

Tuition Fee \$12,000 AUD
Material Fee \$500 AUD

Location

Level 5, 310 King Street, Melbourne VIC 3000



CORE UNITS

ICTICT509
BSBSUS501
BSBWHS501
ICTICT517

Gather data to identify business requirements.
Develop workplace policy and procedures for sustainability.
Ensure a safe workplace.
Match ICT needs with the strategic direction of the enterprise.

ELECTIVE UNITS

ICTWEB508
ICTWEB429
ICTWEB411
ICTWEB502
ICTWEB516
ICTSAD506
ICTSAS505
ICTICT501
ICTICT507
ICTPMG501
ICTPRG502
BSBADM502
BSBLDR502
BSBCUS501
BSBWOR501
BSBR501

Develop website information architecture.
Create a markup language document to specification.
Produce basic client-side script for dynamic web pages.
Create dynamic web pages.
Research and apply emerging web technology trends.
Produce a feasibility report.
Review and update disaster recovery and contingency plans.
Research and review hardware technology options for organisations.
Select new technology models for business.
Manage ICT projects.
Manage a project using software management tools.
Manage meetings.
Lead and manage effective workplace relationships.
Manage quality customer service.
Manage personal work priorities and professional development.
Manage risk.

Assessments

Assessment will usually commence in the session following delivery. As this is a competency-based program, assessment continues throughout the program until the participant either achieves competency in the assessment tasks or a further training need is identified and addressed. Students will be required to perform in a range of assessment tasks including and not limited to: written assignment, demonstration, role play, project, and case study.

Admission Process

For more information (including intake dates) or to enrol, please contact one of our friendly staff at info@glen.edu.au or call 1300 003 990.

Australian
Qualifications
Framework



NATIONALLY RECOGNISED
TRAINING



General Entry requirements:

- Applicants must be minimum 18 years of age at the time of commencement.
- Successful completion of Australian Equivalent Year 12 qualification or higher.
- Minimum IELTS score of 5.5 or PTE score of 42 or its equivalent. For equivalency of various English Languages proficiency testing, and other forms of equivalency please refer to the Admissions and Enrolment policy available in the Students handbook (www.glen.edu.au).

In addition:

- Applicants should have basic computer and MS Office skills (Word, Excel and Power Point).
- Students must bring their own laptops to facilitate the training and assessment. Recommended Laptop requirements: Core i3 Processor, 4 GB of RAM, Operating system; Windows 7 or later version, Screen; 10" or higher, Microsoft Office or Open Office Program, Adobe Reader and Antivirus Program.
- All VET courses students will be required to undertake LLN test to identify Language, Literacy and Numeracy capabilities at the time of Orientation (prior to commencing the courses). The outcome will help the trainers and Student Support Staff to identify the learning needs and make provisions for additional academic support where required.



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