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**ICT50118 DIPLOMA OF INFORMATION TECHNOLOGY**



# COURSE GUIDE

ICT50118

DIPLOMA OF INFORMATION TECHNOLOGY

# OVERVIEW

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The Diploma of Information Technology equips students with a wealth of IT skills during the ever evolving world of technological advancement. Learner capabilities goes beyond software use to website creation, network security, administrative skills and programming logic development.

This Diploma provides you with the knowledge and tools required to keep you up to-date with the ever developing technologies requirements as they emerge.

The Diploma of Information Technology is your gateway into the growing IT sector where you will graduate with a range of IT skills which will allow you to succeed.

## CAREER PATHWAY OPPORTUNITIES

Graduates may find employment in a variety of technological sectors from networking, ICT support, database development, programming and web development, with roles starting from entry level administrator to technical management.

## ACADEMIC PATHWAY OPPORTUNITIES

Students may be able to study the Australian ICT60115 Advanced Diploma of Information Technology Qualification, as well as other Advanced Diploma Qualifications

Students that Graduate from APiT and are looking for a pathway into Australian Bachelors, may receive advanced standing in a 3-year Australian Information Technology Bachelor Program, as well as other Australian Bachelor Degrees.

Please refer to Pathway & Articulation arrangements on our website.

Students should contact each higher education institute to enquire as to the availability of advanced standing.

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## ENTRY REQUIREMENTS

Applicants must have satisfactorily completed Year 12 education, or its Pakistani equivalent i.e F.A, F.Sc, D.Com, DAE, ICS, A Levels etc

You are required to participate in a Pre-Training Review to assess your English language level and numeracy skills, as well as your suitability for the course. The Pre-Training Review will include:

- An online Numeracy Test
- The APIT administered Oxford Placement Test that requires placement at CEFR Level B2 (equivalent to IELTS 5.5)
- An Interview to identify your prior experience, existing knowledge, skills and suitability for the course.

The Pre-Training Review is used to determine the level of additional support and/or reasonable adjustment required for you to successfully complete the course.

## COURSE STRUCTURE

APiT has selected 4 core units and 16 elective units of competency in consultation with Industry which meet the Training Package requirements of the ICT50118 Diploma of Information Technology, to enable you to attain develop sound theoretical IT skills and knowledge that increases your future educational and employment opportunities.

## DURATION

This qualification is delivered over 52 weeks, which consists of 40 weeks of 20 classroom hours per week, plus 10 hours structured self paced study per week, and approx 4 homework hours per week, as well as 12 weeks holiday.



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## SELF-STUDY

At the end of each session, self-study activities have been set for students to complete. Students will need to spend 10 hours per week on self-study.

Students will need to complete the activities in their own time, prior to the next session starting.

Each activity has been allocated an approximate amount of time that should be spent on undertaking the activity. All work completed by the student will need to be typed and professionally presented in a word-processed document for submission to the trainer/assessor.

Students will receive appropriate time at the start of every session to discuss the self-study activities completed.

## ASSESSMENT ARRANGEMENTS

Assessment methods used for this qualification provides a range of ways for individuals to demonstrate that they have met the required outcomes including:

- Projects
- Presentations
- Report writing
- Observations
- Questioning (oral or written)

## DELIVERY LOCATION

This qualification is delivered in the classroom at the Islamabad Campus located at: 106-E, 2nd Floor Asif Plaza, G 7/2 Blue Area, Islamabad Capital Territory 44000

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## TRAINING DELIVERY ARRANGEMENTS

Classes are face-to-face sessions in fully equipped classrooms along with structured self paced study that students are required to complete in their own time.

Students are required to complete self paced study activities prior to attending classroom session.

Students are provided with electronic and printed learning & assessment material.

Although APiT will have access to computers with the required softwares within the IT Lab on campus, students will still be required to have their own personal devices (preferred laptop) with the required softwares during classes and for the self-study activities and tasks that is completed outside of class.

Students will also need to have access to an active email address and mobile device for communication line to remain open between the trainer and student.

## CREDIT TRANSFER AND RECOGNITION OF PRIOR LEARNING

Students may be granted RPL (Recognition of Prior Learning) or CT (Credit Transfer) if they are able to demonstrate that they have achieved the level of skills and knowledge equivalent to the unit they seek credit for through work experience, through life experiences or similar study at another institution.

Students can apply for credit transfer or RPL at the time of enrolment.

Applicants applying for RPL/CT should submit the RPL/CT application along with their original supporting documents to Student Administration. Where RPL is being applied, the student must submit all relevant evidence of work experience and where learning has occurred.

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## ADDITIONAL SUPPORT

All students are provided with a range of learning support options and resources to help them achieve competency in the same way as any other person regardless of whether support services have been required. This may include:

- Mentoring from Trainers.
- Additional classes, tutorials and workshops.
- Computer and technology support.
- Referral to external support services.

Australian Pacific Institute of Technology will provide additional support for any students experiencing:

- Disability and access issues;
- Language barriers;
- Language, literacy and numeracy
- Any other issue that may affect their ability to achieve their training goals.

Where there is a perceived difficulty in achieving learning goals, the trainer will discuss these issues with the student.

## COSTS

APiT offers a competitive easy to instalments course package, as follows:

**Course Name:**

ICT50118 Diploma of Information Technology

**Course Duration:**

12 Months / 52 weeks

**\*Full Tuition Fee:**

PKR 450,000

**\*\*Tuition Fee Paid Quarterly:**

PKR 112,500

**Upfront Cost:**

**\*\*\*Materials Fee:**

PKR 25,000 (Non-Refundable)

**Enrolment Fee:**

PKR 25,000 (Non-Refundable)

\* Full tuition fee excludes materials and enrolment fee

\*\* Tuition Fee must be paid in advance before every quarter

\*\*\* Materials Fee includes electronic and printed learning and assessment material

For more information on additional fees, please refer to APiT Terms & Conditions.

<https://apit.edu.au/pakistan/terms-conditions/>

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## AWARD

At the successful completion of the qualification, students will be awarded with the "Testamur" and a "Record of Results", which provides detailed Units of Competency completed in the qualification.

At the Partial Completion of the qualification students will be awarded with a "Statement of Attainment", which will detail only the Units of Competency that student has achieved competency from the course.

This qualification is a nationally recognized qualification under the Australian Qualifications Framework (AQF) as Level 5.

## HOW TO ENROL

You can enrol online by filling out and submitting the online application which can be found at:

<http://apit.edu.au/pakistan/applicationform>

Otherwise please visit APiT's Islamabad Campus and fill in and submit a hardcopy application form in person.

Prior to enrolling, please make sure you download and read APiT Student Handbook which can be found on APiT website.

## WHAT HAPPENS NEXT?

Once your application has been processed, our admissions team will then assess your eligibility, and call you to discuss the enrolment process.

## CONTACT DETAILS

Please contact our office on +92 51 2348339 or email at [info-pakistan@apit.edu.au](mailto:info-pakistan@apit.edu.au)

Alternatively, please visit our Islamabad Campus at 106-E, 2nd Floor, Asif Plaza G 7/2 Blue Area, Islamabad Capital Territory 44000

# COURSE OUTLINE

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## TERM 1 [10 WEEKS]

### **BSBSUS501 DEVELOP WORKPLACE POLICY AND PROCEDURES FOR SUSTAINABILITY**

This unit describes the skills and knowledge required to develop and implement a workplace sustainability policy and to modify the policy to suit changed circumstances.

### **BSBWHS501 ENSURE A SAFE WORKPLACE**

This unit describes the skills and knowledge required to establish, maintain and evaluate the organisation's work health and safety (WHS) policies, procedures and programs in the relevant work area, according to WHS legislative requirements.

### **ICTICT517 MATCH ICT NEEDS WITH THE STRATEGIC DIRECTION OF THE ORGANISATION**

This unit describes the skills and knowledge required to ensure information and communications technology (ICT) services meet current and future internal operational enterprise requirements.

### **ICTPMG501 MANAGE ICT PROJECTS**

This unit describes the skills and knowledge required to manage the initiation, implementation and completion of reasonably complex information and communications technology (ICT) projects incorporating scope, risk control and financial factors.

### **ICTICT509 GATHER DATA TO IDENTIFY BUSINESS REQUIREMENTS**

This unit describes the skills and knowledge required to identify, analyse and document business requirements.



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## TERM 2 [10 WEEKS]

### **ICTWEB411 PRODUCE BASIC CLIENT-SIDE SCRIPT FOR DYNAMIC WEB PAGES**

This unit describes the skills and knowledge required to develop interactive and engaging websites, using a range of features from various, appropriate languages.

### **ICTWEB429 CREATE A MARK-UP LANGUAGE DOCUMENT TO SPECIFICATION**

This unit describes the skills and knowledge required to use a text editor to design, create and save web pages to a given specification, rather than using an authoring tool.

### **ICTWEB502 CREATE DYNAMIC WEB PAGES**

This unit describes the skills and knowledge required to produce both server and client-side content.

### **ICTWEB504 BUILD A DOCUMENT USING EXTENSIBLE MARK-UP LANGUAGE**

This unit describes the skills and knowledge required to design, and build, a valid extensible mark-up language (XML) document to suit a specified requirement.

### **ICTWEB501 BUILD A DYNAMIC WEBSITE**

This unit describes the skills and knowledge required to analyse and design websites to meet technical requirements.

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## TERM 3 [10 WEEKS]

### **ICTICT501 RESEARCH AND REVIEW HARDWARE TECHNOLOGY OPTIONS FOR ORGANISATION**

This unit describes the skills and knowledge required to research and evaluate existing and emerging technologies and hardware solutions to support organisational strategic goals.

### **ICTDBS501 MONITOR AND IMPROVE KNOWLEDGE MANAGEMENT SYSTEM**

This unit describes the skills and knowledge required to monitor and improve a knowledge management system. It applies to individuals who are knowledge engineers required to support and maintain existing knowledge management system.

### **ICTNWK536 PLAN, IMPLEMENT AND TEST ENTERPRISE COMMUNICATION SOLUTIONS**

This unit describes the skills and knowledge required to manage the deployment and administration of enterprise communication solutions. It includes email and remote access email, web portal or content management solution, and enterprise collaboration tools

### **ICTNWK529 INSTALL AND MANAGE COMPLEX ICT NETWORKS**

This unit describes the skills and knowledge required to install and manage enterprise-wide information and communication technology networks. It applies to individuals with excellent ICT skills who are working as senior networking staff.

### **BSBLDR511 DEVELOP AND USE EMOTIONAL INTELLIGENCE**

This unit covers the development and use of emotional intelligence to increase self-awareness, self-management, social awareness and relationship management in the context of the workplace.

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## TERM 4 [10 WEEKS]

### **ICTPRG532 APPLY ADVANCED OBJECT-ORIENTED LANGUAGE SKILLS**

This unit describes the skills and knowledge required to undertake advanced programming tasks using an object-oriented programming language.

### **ICTPRG409 DEVELOP MOBILE APPLICATIONS**

This unit describes the skills and knowledge required to develop, debug, test, and deploy application for hand-held devices, using development platform environment. It applies to individuals who work as mobile device application developers. They may be programmers, game developers or testers.

### **ICTPRG525 BUILD JAVA APPLETS**

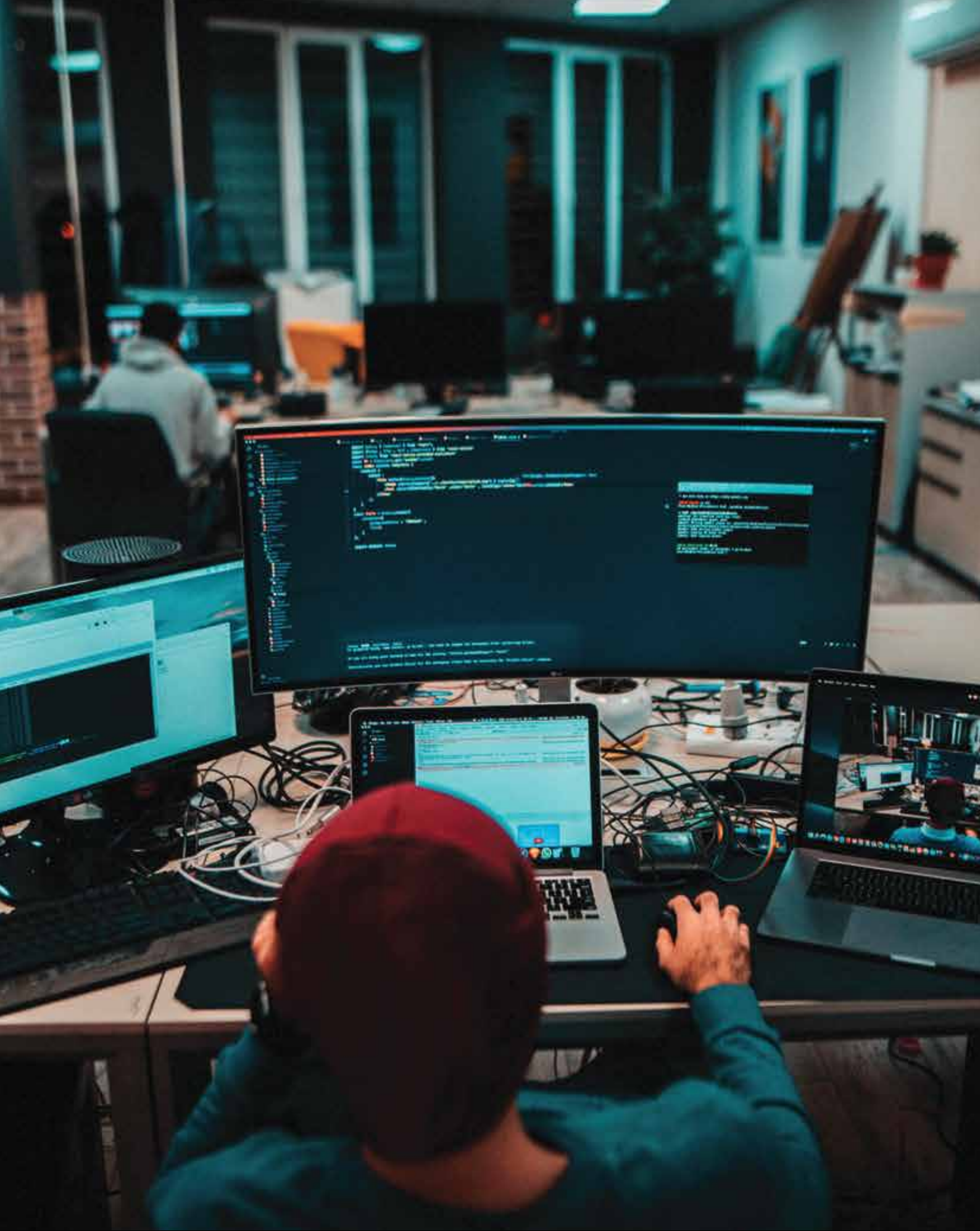
This unit describes the skills and knowledge required to compile and run an applet that executes in Java-enabled browsers, and interacts with users. It applies to individuals involved in software, web or game development.

### **ICTPRG527 APPLY INTERMEDIATE OBJECT-ORIENTED LANGUAGE SKILLS**

This unit describes the skills and knowledge required to undertake intermediate level programming tasks using an object-oriented programming language.

### **ICTICT419 WORK EFFECTIVELY IN THE DIGITAL MEDIA INDUSTRY**

This unit describes the skills and knowledge required to work effectively as an individual or in a team environment in the digital media industry.



**APIT**

Australian  
Pacific Institute of  
Technology

Western Polytechnic Pty Ltd trading as Australian Pacific Institute of Technology