



A.B.N. 20 055 388 988  
www.visionfix.com.au

## Vision Fix Software & Support Pty. Ltd.

9c High Street, Charlton, Victoria 3525  
Mail to P.O. Box 185, Wedderburn, Victoria 3518  
Telephone 03 5491 2009 : Fax 03 5491 2008  
Registered **TAFE** Training Organisation Number 6872  
Centrelink Institution Reference Number 3P286

Thank you for your enquiry regarding our correspondence course “Networking for Home and Small Business”.

The correspondence course consists of four lessons, each lesson provides a course manual of approximately seventy pages, followed by a twenty question assignment.

As with our classroom manuals, the correspondence course manuals are also updated every week to provide you with the very latest information. Manuals are only printed as required - we do not keep stocks of outdated course material.

Students that obtain an average mark of eighty percent over all four assignments will receive a Vision Fix certificate in “Computer Maintenance and Networking”. Furthermore, students that complete the practical work prescribed for the course will receive an accredited certificate, issued on behalf of the Victorian Registration and Qualifications Authority.

This certificate is in the form of a Statement of Attainment in the following two units from the Information Technology Training Package (ICA05) :-

### **ICAI4029B - Install Network Hardware to a Network** **ICAI4097B – Install and Configure a Network**

This means that if ever you decide to go on with further studies in Information Technology, you will receive credits for one or more of the above two units.

The certificate is issued under the authority of the Victorian Registration and Qualifications Authority and bears the "Nationally Recognised" logo, meaning that it is recognised within all states in Australia and Commonwealth countries.

### **Course Cost**

The cost for the correspondence course is \$99 which includes all of the lesson books, a licenced copy of either Microsoft Windows XP Professional, Microsoft Windows Vista Business, Microsoft Windows 7 Professional, and the certificate.

Fees can be paid by returning the enclosed enrolment form and faxing or posting along with payment, or you can enrol over the telephone via credit card (Visa, Mastercard, Bankcard and Amex).

## How the course works

The following points give you information on the course structure :-

- Upon enrolment you will receive all four lesson books for the course manuals, and the operating system disk.
- Your assignments can be sent via email, or can be faxed or posted.
- There is no time limit for each lesson - you work at your own pace. We will continue to maintain your enrolment until you finish the course.
- On successful completion of all four lessons, we will then send your certificate within seven days.
- Students who failed to achieve the pass mark may re-submit an assignment without extra cost.
- All assignments are assessed and returned within 48 hours.
- Correspondence students may ring the instructor at any time for advice if required, and are eligible to receive the ongoing telephone support service that is currently offered to our classroom students. There is no time limit for this support service.
- On completion of lesson number 4, you will have the option to complete the practical work assignment. This must be completed in order to be eligible for the accredited certificate.

## Course Syllabus

- **Lesson 1 – Computer Hardware Fundamentals**

This lesson takes you through the basics of computer hardware so as to allow you to specify computers to serve as both workstations and file server/domain controllers on the network.

Topics include:-

- The latest microprocessors and specifications
- Processor sockets, level 1 and level 2 cache
- Hyper threading and hyper transport
- Processor fans
- The motherboard and chipsets
- PCI, PCI-e, SLI and AGP ports
- RAM – DDR SDRAM, dual channel DDR2, DDR3
- Hard drives – IDE, SATA-1, SATA-2, and SATA-3
- RAID adaptors
- Input/Output ports – parallel, serial, USB, firewire
- Floppy drives, CD and DVD writers
- Video cards
- Modems
- The computer case and power supply

**TAFE**  
*of Course*

- The keyboard and mouse
- CRT and LCD monitors
- Operating systems

This lesson finishes with a comprehensive glossary of computer terms.

- **Lesson 2 – Network Fundamentals – peer to peer Networks**

This lesson covers:

- Network basics
- A brief look at Token ring
- The Ethernet system:
  - CSMA/CD
  - MAC addresses
  - Network cables - Thin Ethernet, thick Ethernet, CAT5, CAT5e, CAT6
- The difference between peer to peer and client/server networks
- The difference between Windows XP, Vista, and Windows 7
- Putting a network together
- Hubs, switches and routers
- Installing a network with Windows XP/Vista/Windows 7 - sharing files - mapping to a drive
- Setting up a network printer - via a computer port, via a switch and via a print server

- **Lesson 3 – Connecting a Network to the Internet, Networking with Windows 98, Wireless Networks**

This lesson covers:

- Sharing and Internet Connection with 56K, ADSL and cable modem.
- Setting up a network using Windows 98
  - Connecting the computers together
  - Sharing files and Printers
  - Connecting to a 56K or ADSL/Cable modem
- Installing a Wireless Network
  - Wireless network security
  - 802.11a,b,g,n and super G explained
  - CSMA/CA
  - Different types of wireless adaptors - PCI, PC-card, USB, WAP
  - Installing a wireless adaptor via Windows XP/Vista/Windows 7
  - Configuring a bridge connection
- Installing a PCI Ethernet card
- Making a CAT 5e cable
- Installing an RJ45 Wall Point
- Miscellaneous Network Commands



- Installing a removable hard disk cradle
- **Lesson 4 – Network Administration – TCP/IP**

This lesson covers:

- Administering and maintaining a network
  - Placement of network equipment
  - Naming conventions for workstations
  - A close look at client/server versus peer to peer
  - Hardware Maintenance
  - The Site Map
  - Maintenance Schedules
  - Backing up Network data
- Troubleshooting and repairing network problems
- An in depth look at TCP/IP
  - Classes of IP addresses
  - The subnet mask
  - DHCP and static IP addresses
  - The default gateway
  - The Domain Name System (DNS)
  - Automatic Private IP Addresses (APIPA)
  - MAC addresses
  - Sockets and Ports
- The seven layer OSI model
- Network Reports and Documentation

Please note that in order to carry out the practical work, you will need access to two computers that you can use to practice setting up networks on.

During the course you will be shown how to create a dual boot system with Windows XP/Vista/Windows 7 and Server 2003.

At the end of each lesson there will be some practical exercises for you to try.

For any further information, please call me on (03) 9841 7077 or email to [info@visionfix.com.au](mailto:info@visionfix.com.au).



Regards

Alan Mulraney

**General Enrolment Informational**

## **Course participation**

Material is studied at the students premises via correspondence, and there is no time limit for the submission of each lesson.

Course assignments must be submitted in a legible format, and if emailed, must be submitted either in Microsoft Word, or typed directly into the body of the email.

Students that do not contact Vision Fix for a period of one year will be deemed to have abandoned the course.

## **Support Services**

At any stage during the course you will be able to contact your instructor, either by email, fax, post, or telephone to ask any questions, or discuss any problems that you may be having with the course material.

## **Students with special needs – access and equity**

If you have any handicaps or disabilities please talk to us and we will endeavor to ensure that your needs are catered for.

Vision Fix has a code of practice that includes an access and equity policy. This document is available on request. It is the responsibility of all our staff to ensure the requirements of the access and equity policy are met by the organisation at all times.

## **Language, Literacy or Numeracy problems**

Please note that this course is only available in the English language. If you have a problem with language or literacy, please talk to us prior to course commencement so that we can suggest a course of action. Note that there are virtually no requirements for mathematical skills in this course.

## **Welfare and guidance services**

This course is Centrelink approved for the Pensioner Education Supplement (PES), which covers those that are of working age, but are not able to do so due to health problems.

Please contact your local Centrelink office or your job network agency for details as regards eligibility and level of assistance.

## **Recognition of Prior Learning**

Students who believe they already have the competencies in the course may apply for Recognition of Prior Learning (RPL). An application for RPL may only be made after enrolment and payment of fees and must be made using the application form that can be obtained from Vision Fix Software & Support Pty Ltd.

## **Assessment Appeals and other Grievances**

Although Vision Fix has never had any issues relative to assessment disputes or complaints since the course was first run in 1995, the Australian Qualifications Authority standards require that we advise of procedures for the student to adopt if such a problem should occur.

In the first instance, the student should discuss the matter with the course instructor, which in most cases should resolve the problem.

If this fails, then a written complaint should be lodged to the Director, Vision Fix Software & Support Pty Ltd who will then take immediate steps to resolve the problem.

If this still does not resolve the problem then an independent arbitrator will be appointed to make a final decision, which will be provided in writing to both parties.

## **Relevant Legislation**

A range of legislation is applicable to Vision Fix and all staff and students. Information on relevant legislation can be found as follows.

**Occupational Health & Safety** – [www.business.channel.vic.gov.au](http://www.business.channel.vic.gov.au)

**Equal opportunity** : - [www.eoc.vic.gov.au](http://www.eoc.vic.gov.au)

**Vocational Education & Training** :- [www.otte.vic.gov.au](http://www.otte.vic.gov.au)

**Workcover** :- [www.workcover.vic.gov.au](http://www.workcover.vic.gov.au)

**Privacy** :- [www.privacy.gov.au](http://www.privacy.gov.au)

It is the responsibility of all staff to ensure the requirements of relevant legislation are met by Vision Fix at all times. Please use the web sites indicated or contact the training manager if you require further information.

## **Privacy**

Personal Information is collected solely for the purpose of operating as a Registered Training Organisation under the Australian Quality Training Framework administered by the Victorian Government who are the registering authority. The requirements of the registering authority may require the release of your personal information for the purposes of audit.

Under the National Privacy Principles you can access personal information held on you, and you may request corrections to information that is incorrect or out of date. At any stage, you may request to view your student records. Requests must be in writing to your course instructor, and your record will be posted to the address given on your enrolment form.

**The following courses contain units that are covered in the “ Learn to Repair, Upgrade and Build Personal Computers” course :-**

**Certificate IV in Information Technology - Helpdesk**

*ICAI4029B - Install Network Hardware to a Network*

**Certificate IV in Information Technology - Network Management**

*ICAI4029B - Install Network Hardware to a Network*

*ICAI4097B – Install and Configure a Network*



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**Correspondence Course Enrolment Form**  
**Networking for Home and Small Business**

**Comprising seven units from the Information Technology Training Package**

**Course Fee \$99 – includes the course manuals,  
CD disk and Certificate**

Company Name (if applicable)		
Student Name		Sex (M/F)
Date of Birth		
Delivery Address		
Telephone	Home :	Mobile :
Email Address		
How did you hear about the course?		
Type of Credit Card	Mastercard <input type="checkbox"/> Visa <input type="checkbox"/> Amex <input type="checkbox"/> Bankcard <input type="checkbox"/>	
Credit Card Number		
Name on Card		
Expiry Date		
Windows Disk (please tick the one that you require)	Windows XP Pro <input type="checkbox"/> Windows Vista Bus <input type="checkbox"/> Windows 7 Pro <input type="checkbox"/>	

Cheques and money orders should be made payable to Vision Fix Software & Support

Please allow up to five working days for delivery by parcel post.