

Accreditation : This Module is a Nationally Accredited Course

Title : **ICAU2006B – OPERATE COMPUTING PACKAGES**

Field Of Study : **Information Technology**

What is this course all about?

This unit educates individuals on how to identify, select and correctly operate three desktop applications for a range of purposes.

When you have finished this course you should be able to demonstrate your ability to:

Use appropriate software– ICAU2006B/01

- ❑ Select software appropriate to perform activity
- ❑ Use software to produce required outcome using a range of features related to the activities
- ❑ Save documents in appropriate directories/folders

Access, retrieve and manipulate data- ICAU2006B/02

- ❑ Select and access files
- ❑ Amend and save files according to requirements
- ❑ Produce documents and files that meet organisational needs
- ❑ Save files in appropriate directories/folders
- ❑ Exit software correctly without loss of data

Access and use help functions within each application- ICAU2006B/03

- ❑ Identify the help resources available for basic difficulties with the software
- ❑ Access user help documentation and other resources for basic difficulties with the software

Use keyboard and equipment- ICAU2006B/03

- ❑ Follow OH&S standards and regulations to avoid injury or illness
- ❑ Use wrist rests and document holders where appropriate
- ❑ Use monitor anti-glare and radiation reduction screens where appropriate
- ❑ Ensure user equipment is maintained and free from defects that could cause injury

Some examples of individuals that will benefit from these courses are: -

- ❑ Managers
- ❑ Supervisors
- ❑ Front line Staff

You will have better skills & knowledge and familiarise yourself more in the following areas -

- ❑ Basic analysis of desktop layout, monitor and chair positioning, keyboard techniques and use of the mouse
- ❑ Basic problem solving in application management and help function usage
- ❑ Reading and writing at a level where basic workplace documents are understood
- ❑ Clear and precise communication with team members and supervisors
- ❑ Interpretation of user manuals
- ❑ OH&S principles and responsibilities
- ❑ Basic understanding of system usage
- ❑ Basic technical terminology in relation to reading help files and responding to system help prompts
- ❑ Personal computer access and log-on procedures

What Recognition will you achieve?

Where a demonstrated competency has been achieved in accordance with the endorsed Australian Quality Training Framework (AQTF) standards, a Statement of Results can be issued for those competencies successfully completed in this course. These can be combined with additional competencies achieved later, and together may build towards the issuing of qualification, at Certificate II plus.

How will you be assessed?

Demonstration of competencies for this qualification is achieved via formal assessment. Participants complete a work related project/activities, which incorporates the range of competencies covered for each unit. At completion of each module these activities will be handed in to your trainer, assessed then returned with relevant comments to keep you informed with your progress.

Will you be eligible for subject exceptions?

The units can be completed through attendance at MTG training courses. You may have already attained some competencies covered in the units through previous training, work, or life experience. If you feel you can already demonstrate a competency, then you should apply for **Recognition of Current Competencies (RCC)**. An RCC application form can be found in the MTG trainee welcome kit where you can fill out and fax back to us on (03) 9482-6988 or simply visit our website on www.matrixtraininggroup.com/downloads.php

in order to download this application.

What training materials and training aids will you have?

1. **Learner Guides:** - Matrix Training Group will supply each trainee with a module for each unit which contains must know information, learning activities and projects, which will keep you enthusiastically involved in the course. Upon completion of each module these activities will be handed in to the trainer, assessed then returned to trainees with relevant comments to keep you informed with your progress.
2. **Online Support:** - Your Trainer is always available through E-mail & Website support. Our website address is www.matrixtraininggroup.com
3. **Telephone Support:** - You may call your trainer during business hours for over the telephone support.