

Accreditation : This Module is a Nationally Accredited Course

Title : **BSBCMN205A – USE BUSINESS TECHNOLOGY**

Field Of Study : **Computer Operations and ICT Management**

What is this course all about?

This unit involves the skills and knowledge required to select, use, and maintain business technology. This technology includes the effective use of computer software to organize information and data.

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

Select and use technology– BSBCMN205A/01

- ❑ Appropriate technology and software applications are selected to achieve the requirements of the task
- ❑ Workspace, furniture and equipment are adjusted to suit the ergonomic requirements of the user
- ❑ Technology is used according to organisational requirements and in a way which promotes a safe work environment

Process and organise data- BSBCMN205A/02

- ❑ Files and records are identified, opened, generated or amended according to task and organisational requirements
- ❑ Input devices are operated according to organisational requirements
- ❑ Data is stored appropriately and applications are exited without damage to or loss of data
- ❑ Manuals, training booklets and/or on-line help or help-desks are used to overcome basic difficulties with applications

Maintain technology- BSBCMN205A/03

- ❑ Used technology consumables are identified and replaced in accordance with manufacturer's instructions and organisational requirements
- ❑ Routine maintenance is carried out and/or arranged in order to ensure that equipment is maintained in accordance with manufacturer's instructions and organisational requirements
- ❑ Equipment faults are accurately identified and action taken in accordance with

manufacturer's instructions or by reporting fault to designated person

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

- ❑ Managers
- ❑ Supervisors
- ❑ Front line Staff

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.

