

**Course outline: 133 Computer Intermediate D104A (Elective option A)
UEENEED104A - Use engineering applications software on personal
computers**

Qualification:	Certificate III in Electrotechnology Electrician - UEE30811
Applicable to:	Learners, industry/employers, governments, community and Global Energy Training Solutions as the provider
Unit of competency:	Accessible from: http://training.gov.au/Training/Details/UEENEED104A
Related policies:	<p>Policy & Procedure 1 – Enrolment Policy</p> <p>Policy & Procedure 2 – Credit Transfer & Recognition of Prior Learning</p> <p>Policy & Procedure 3 – Learner Support</p> <p>Policy & Procedure 4 – Assessment</p> <p>Policy & Procedure 5 – Academic Misconduct</p> <p>Policy & Procedure 6 – Alcohol & Other Drugs</p> <p>Policy & Procedure 7 – Access, Equity & Diversity</p> <p>Policy & Procedure 8 – Vulnerable People</p> <p>Policy & Procedure 9 – Work, Health & Safety</p> <p>Policy & Procedure 10 – Incident, Injury & Rehabilitation</p> <p>Policy & Procedure 11 – Competency, & Qualification Assessment Decisions</p> <p>Policy & Procedure 12 – Complaints & Appeals</p> <p>Policy & Procedure 13 – Privacy</p> <p>Policy & Procedure 14 – Fees</p> <p>Policy & Procedure 15 – Industry & Employer Engagement</p> <p>Policy & Procedure 16 – Trainers & Assessors</p> <p>Policy & Procedure 17 – Administration & Other Staff</p> <p>Policy & Procedure 18 – Quality Assurance</p> <p>Policy & Procedure 19 – Business & Financial Risk Management</p> <p>Policy & Procedure 20 – Changes to Qualifications or Business</p> <p>Policy & Procedure 21 – Conflict of Interest</p> <p>Policy & Procedure 22 – Records Management</p> <p>Policy & Procedure 23 – Marketing & Advertising</p>
Monitor and review:	Policy & Procedure 18 – Quality Assurance
Responsibility:	Ben Murphy – as Proprietor
Questions/queries:	Feedback and suggestions welcomed: office@gets.com.au (+61) 02 6262 0077

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1. Material requirements

- AS/NZS 3000:2007 incorporating amendment 1 and 2
- Scientific calculator, ruler, pens and pencils
- Note book
- Hand tools
- Covered footwear
- Internet access (provided)

2. Session summaries

Day 1	
Required Skills and Knowledge	<p>T1 Computer Systems Overview encompassing:</p> <ul style="list-style-type: none"> • Safety • Applications of computers in industry • Types of computer systems • Hardware components • Software and firmware • Memory • Peripherals • Removable storage devices • PC hardware inventory • Networking <p>T2 Operating System Overview encompassing:</p> <ul style="list-style-type: none"> • Software layer model • Function and characteristics of an operating system • File structure • Formatting disks • Boot process • Configuration files <p>T3 Windows Operating System encompassing</p> <ul style="list-style-type: none"> • Windows screen • Windows Explorer • File management • Managing software, updates, backups and virus protection.

	<p>T4 Word Processors encompassing</p> <ul style="list-style-type: none"> • Word files • Formatting • Engineering symbols • Tables and lists • Drawings • Spelling, grammar, and 'search-and-replace' • Printing
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Day 2	
Required Skills and Knowledge	<p>T5 Spreadsheets encompassing</p> <ul style="list-style-type: none"> • Parts of a spreadsheet • Excel file management • Inserting data into spreadsheets • Formatting spreadsheets • Charts • Engineering problem solving • Printing
	<p>T6 Databases encompassing:</p> <ul style="list-style-type: none"> • Features and purpose of database • Searching existing database • Creating a simple database • Manipulating data in a database • Advance sort functions • Reports
	<p>T7 Transferring Data Between Windows Applications encompassing:</p> <ul style="list-style-type: none"> • Moving data between Word, Excel and Access

Day 3	
Required Skills and Knowledge	<p>T8 Drawing and Computer Assisted Design (CAD) programs encompassing:</p> <ul style="list-style-type: none"> • Computer drawing using applications such as Visio. • Incorporation of electrical/electronic symbols into computer drawings.
	<p>T9 E-mail and Internet Browsers encompassing:</p> <ul style="list-style-type: none"> • Browsers • Search Engines • Web-based e-mail (e.g. Hotmail) • Application-based e-mail (e.g. Outlook).

3. Elements and Performance Criteria

Elements and Performance Criteria require practice and demonstration in the work place.

Element		Performance Criteria	Work Performance
1: Prepare to use computer applications.	1.1	OHS procedures for a given work area are identified, obtained and understood through established routines and procedures.	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Needs improvement <input type="checkbox"/> Not performed
	1.2	Established OHS risk control measures and procedures in relation to computer and keyboard use are followed.	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Needs improvement

			<input type="checkbox"/> Not performed
	1.3	Application software and information required for use is obtained from appropriate sources.	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Needs improvement <input type="checkbox"/> Not performed
	1.4	On-screen instructions in relation to any anomaly such as a virus warning are followed.	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Needs improvement <input type="checkbox"/> Not performed
	1.5	Help menu is used to resolve any straightforward start up or access issues or anomalies.	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Needs improvement <input type="checkbox"/> Not performed
2:Use engineering application software.	2.1	Established OHS risk control measures and procedures for carrying out the work are followed.	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Needs improvement <input type="checkbox"/> Not performed
	2.2	Techniques that apply to a particular software package are used to produce appropriate files.	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Needs improvement <input type="checkbox"/> Not performed
	2.3	Routine checks are made to ensure accuracy of information in accordance with quality requirements.	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Needs improvement <input type="checkbox"/> Not performed
3:Output information from an application.	3.1	Completed files are stored appropriately in accordance with enterprise requirements.	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Needs improvement <input type="checkbox"/> Not performed
	3.2	Files are printed for formal records and/or forwarded to others.	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Needs improvement <input type="checkbox"/> Not performed
4:Shut down a computer.	4.1	Files are named, arranged, saved and backed up in accordance with enterprise requirements.	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Needs improvement <input type="checkbox"/> Not performed
	4.2	Computer shutdown procedures are followed and computer switched off.	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Needs improvement <input type="checkbox"/> Not performed

4. Assessments

Assessment	When	Satisfactory mark/outcome
Theory assessment 1	Day 3	70%
Practical assessment 1	Day 1	100%
Practical assessment 2	Day 2	100%
Practical assessment 3	Day 3	100%
Workplace Observation	After theory and practical assessments	Must be valid, sufficient, authentic and current
Employer Competency report		
Structured workplace experience interview		
Note: Once all theory, practical and on-site assessments are complete, competency assessment decisions can be made in conjunction with the learner, employer and registered training organisation.		

5. Version control

Version	Date of release	Author	Authorised by	Position	Rational for change
V1	5/10/2015	Ben Murphy	Ben Murphy	Proprietor	Initial release
V2	7/2/2017	Ben Murphy	Ben Murphy	Proprietor	Added Elements and Performance Criteria