

1 Module Details	
Module Name	Introduction to Application Software
Nominal duration	It is expected that students with the appropriate entry knowledge and skills will successfully complete this module in 36 to 40 hours.
Module code	NUE110
Discipline code	0703230
2 Module purpose	This module will provide students with the knowledge and skills to perform basic computer operations utilising common operating systems and application software
3 Prerequisites	Nil
4 Relationship to competency standards	This module provides some of the knowledge and skills underpinning competency in the following standards: National Electrotechnology Industry Standards, Units NES009 NES106, NES201, NES202, NES206, NES301, NES401, NES402, NES501, and the relevant specialisation. Metals & Engineering Industry Standards, Units 5.1A, 18.57A
5 Content	<ol style="list-style-type: none">1. Introduction to computers<ul style="list-style-type: none">• types of computers• hardware identification• peripherals• common computer terminology2. Introduction to computer operating systems<ul style="list-style-type: none">• MS Windows - current versions• Windows NT• Macintosh• Other operating systems3. Computers usage<ul style="list-style-type: none">• load and run a simple program• enter data• save data• retrieve data• manipulate data4. Software applications<ul style="list-style-type: none">• office support<ul style="list-style-type: none">• word processing• data base• spread sheet• graphics• record keeping (stores, bill back)• communication<ul style="list-style-type: none">• email• schedule• fax• networks• machine control

6 Assessment strategy

Assessment methods

Assessment should be progressive reflecting a holistic approach to ensure the module purpose is met. To assist in ensuring validity, reliability and fairness assessment instruments should include practical exercises, assignments and written tests consisting of a number of item types, such as multiple choice, short answer and problem solving.

Conditions of assessment

Normally learning and assessment will take place in a classroom/laboratory environment.

7 Learning Outcome Details

Learning Outcome 1

Describe the range of computer systems and their application as used in a business environment.

Assessment criteria

- 1.1 Describe the types of computer systems used in the workplace
- 1.2 Describe the application of computers in the business environment
- 1.3 Describe typical software applications used in the business environment
- 1.4 State the basic purpose of networking computers
- 1.5 List the range and functions of office equipment that may be connected to a computer network
- 1.6 List the occupational health and safety precautions associated with computers.

Learning Outcome 2

Describe the range and function of hardware found in typical computer systems.

Assessment criteria

- 2.1 Describe typical computer hardware items and explain the function of each
- 2.2 Define, and explain the meaning of terms commonly used in computer systems
- 2.3 List and describe the function of common peripheral devices.

Learning Outcome 3

Perform file manipulation operations on a computer

Assessment criteria

- 3.1 Format a floppy disk.
- 3.2 Copy a file from one disk to another.
- 3.3 Display a directory listing of a floppy disk
- 3.4 Create a basic directory structure on a floppy disk
- 3.5 Delete a file

Learning Outcome 4	Use basic operating system commands.
Assessment criteria	<ul style="list-style-type: none"> 4.1 List common operating systems 4.2 Identify the basic functions of an operating system 4.3 Describe and use the basic features of a common operating system 4.4 Create a short-cut icon in a Graphical User Interface 4.5 Use a file management program
Learning Outcome 5	Use a range of typical application packages utilised in an office environment.
Assessment criteria	<ul style="list-style-type: none"> 5.1 Run a program 5.2 Type, format, spell check, save and print a simple document using a typical word processing program. 5.3 Using a typical spreadsheet program create a simple spreadsheet file, alter and add data, save the file and print a hard copy. 5.4 Using a typical database program, create a data base file, alter and add data, save the file and print a hard copy 5.5 Import a graphic into a typical wordprocessing program and print a hard copy 5.6 Merge data from typical application programs, save the file and print a hard copy
Learning Outcome 6	Use communications software in a Graphical User Interface environment
Assessment criteria	<ul style="list-style-type: none"> 6.1 Use a typical fax program to send and receive a file 6.2 Send and receive electronic mail 6.3 Set up a scheduling program 6.4 Schedule background tasks 6.5 Use an Internet browser to search for and download information
8 Delivery of the module	
Delivery strategy	Delivery strategies must be suitable for learning both theoretical and practical aspects described in the module purpose. It is considered that the most effective way to achieve this is by the integration of theory and practice where students learn by experimentation and through research and laboratory reports. It is recommended that learning and assessment be facilitated in a holistic manner, which may require a learning outcome sequence other than that indicated in the module.
Resource requirements	Resources should be sufficient for students to carry out practical exercises on an individual basis. This will require

Occupational health and safety requirements

personal computers and relevant software.

Useful references may be found amongst introductory computer textbooks.

A safe and healthy environment will be provided for students and teachers as well as safety procedures followed with regard to teaching/learning activities.