

1 Module Details	
Module Name	Business Machine Accessories
Nominal duration	It is expected that students with the appropriate entry knowledge and skills will successfully complete this module in 18 to 20 hours.
Module code	NUE116
Discipline code	0703230
2 Module purpose	This module will provide students with the knowledge and skills to maintain and service accessories associated with business machines
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, NES206, NES301, NES402, NES501 and the relevant specialisation. Metals & Engineering Industry Standards, Units 5.1A, 18.57A
5 Content	<ol style="list-style-type: none">1. Input<ul style="list-style-type: none">• paper trays• high capacity bins• document feeders• duplex unit• manual bypass• coin boxes• card readers• raster image processing unit2. Output<ul style="list-style-type: none">• sorters• staplers• collators• folders• stackers3. Colour cartridges
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	Perform maintenance on business machine input devices.
Assessment criteria	<ul style="list-style-type: none"> 1.1 List various paper-input devices. 1.2 Describe the purpose or function of paper input devices. 1.3 Describe the operation of paper-input devices. 1.4 Install and use various paper input devices. 1.5 Clean and adjust paper-input devices.
Learning Outcome 2	Perform maintenance on business machine output devices.
Assessment criteria	<ul style="list-style-type: none"> 2.1 List various paper output devices 2.2 Describe the purpose or function of paper output devices 2.3 Describe the operation of paper output devices 2.4 Install and use various paper output devices 2.5 Replace consumables in a stapler 2.6 Clean and adjust paper output devices and staplers
Learning Outcome 3	Briefly describe the applications of, and service procedures for, colour cartridges used in business machines.
Assessment criteria	<ul style="list-style-type: none"> 3.1 Briefly describe colour cartridges and their associated delivery mechanisms used in business machines. 3.2 State typical applications of colour cartridges used in business machines. 3.3 Briefly describe the service and maintenance procedures for colour cartridges used in business machines.
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 a range of business machines and consumables

Occupational health and safety requirements

Useful references include a range of manufacturers operational and maintenance manuals for business machines. A safe and healthy environment will be provided for students and teachers as well as safety procedures followed with regard to teaching/learning activities.