DIGITAL LITERACY

UNIT CODE: BUS/CU/BF/BC/03/6/A

Relationship to Occupational Standards
This unit addresses the Unit of Competency: Demonstrate Digital Literacy

Duration of Unit: 60 hours

Unit Description
This unit describes competencies required to demonstrate digital literacy. It involves in identifying computer software and hardware, applying security measures to data, hardware, software in automated environment, computer software in solving task, internet and email in communication at workplace, desktop publishing in official assignments and preparing presentation packages.

Summary of Learning Outcomes
1. Identify computer software and hardware
2. Apply security measures to data, hardware, software in automated environment
3. Apply computer software in solving tasks
4. Apply internet and email in communication at workplace
5. Apply desktop publishing in official assignments
6. Prepare presentation packages

Learning Outcomes, Content and Suggested Assessment Methods

Learning Outcome	Content	Suggested Assessment Methods
1. Identify computer hardware and software	- Concepts of ICT - Functions of ICT - History of computers - Components of a computer - Classification of computers	- Written tests - Oral presentation
2. Apply security measures to data, hardware, software in automated environment	- Data security and control - Security threats and control measures - Types of computer crimes - Detection and protection against computer crimes - Laws governing protection of	- Written tests - Oral presentation - Project

		ICT	
3.	Apply computer software in solving tasks	• Operating system • Word processing • Spread sheets • Data base design and manipulation • Data manipulation, storage and retrieval	• Oral questioning • Project
4.	Apply internet and email in communication at workplace	• Computer networks • Network configurations • Uses of internet • Electronic mail (e-mail) concept	• Oral questioning • Written report
5.	Apply desktop publishing in official assignments	• Concept of desktop publishing • Opening publication window • Identifying different tools and tool bars • Determining page layout • Opening, saving and closing files • Drawing various shapes using DTP • Using colour pellets to enhance a document • Inserting text frames • Importing and exporting text • Object linking and embedding • Designing of various publications • Printing of various publications	• Oral questioning • Written report • Project
6.	Prepare presentation packages	• Types of presentation packages • Procedure of creating slides • Formatting slides	• Oral questioning • Written report • Project

	• Presentation of slides • Procedure for editing objects	

Suggested Methods of Instruction
- Instructor led facilitation of theory
- Demonstration by trainer
- Practical work by trainee
- Viewing of related videos
- Project
- Group discussions

Recommended Resources
- Computers
- Printers
- Storage devices
- Internet access