DIGITAL LITERACY

UNIT CODE: CON/CU/BUT/BC/02/5

Relationship to Occupational Standards

This unit addresses the Unit of Competency: Apply digital literacy

Duration of Unit: 110 Hours

Unit Description

This unit covers the competencies required to effectively use digital devices such as smartphones, tablets, laptops and desktop PCs. It entails identifying and using digital devices such as smartphones, tablets, laptops and desktop computers for purposes of communication, work performance and management at the work place.

Summary of Learning Outcomes

1. To identify appropriate computer software and hardware

2. To apply basic security measures

3. To perform word-processing operations

4. To perform spread sheet operations

5. To perform database operations

6. To apply internet and email in communication

7. To perform desktop publishing

8. To prepare PowerPoint presentation

9. To perform Online Collaboration

Learning Outcomes, Content and Suggested Assessment Methods

Learning Outcome	Content	Suggested Assessment Methods
1. Identify computer software and hardware	• Concepts of ICT • Functions of ICT • Introduction to computers • Computer peripherals • History of computers • Classification of computers	• Oral presentation • Observation • Practical • Simulations • Written tests

	• Components of a computer system • Classification of software • Operating system functions and commands	
2. Apply basic data security measures	• Data security and control • Security threats and control measures • Types of computer crimes • Detection and protection against computer crimes • Laws governing protection of ICT	• Oral presentation • Observation • Practical • Simulations • Written tests

3. Perform word-processing operations	• Working with documents
	  -Open and close word processor
	  -Create a new document
	  -Save a document
	  -Switch between open documents
	• Enhancing productivity
	  - Set basic options/ preferences
	  - Help resources
	  - Use magnification/zoom tools
	  - Display, hide built-in tool bar
	  - Using navigation tools
	• Enter text
	• Select, edit
	• Formatting text
	• Formatting paragraph
	• Formatting styles
	• Creating table
	• Formatting tables
	• Graphical objects
	  - Insert object (picture, drawn object)
	  - Select an object
	  - Edit an object
	  - Format an object
	• Mail merge preparation
	• Mail merge output
		• Oral presentation
		• Observation
		• Practical
		• Simulations
		• Project
		• Written tests

	• Print setup	
	• Printing	
4. Perform spread sheet operations	• Using spreadsheet application • Cells -Inserting, selecting, editing, sorting, moving, coping and deleting • Managing worksheets -Rows and columns -Worksheets • Formulas and functions -Arithmetic functions -Inbuilt functions • Formatting -Numbers/dates -Contents -Alignment, border effect • Charts -Create -Edit -Format • Print setup • Printing	• Oral presentation • Observation • Practical • Simulations • Project • Written tests
5. Perform database operations	• Understand database -Key concepts -Database organisation -Relationships -Operations • Using the application - Working with database - Common tasks • Tables -Records -Designs • Retrieving information -Main operations -Queries • Objects - Using forms	• Oral presentation • Observation • Practical • Simulations • Project • Written tests

	• Outputs	
	- Reports	
	- Data exporting	
	- Importing	
	- Printing	

6. Apply Internet and email in communication	• Web browsing concepts
	   -Key concepts
	   -Security and safety
	 • Web browsing
	   -Using the web browser
	   -Tools and settings
	   -Bookmarks
	   -Web outputs
	 • Web based information
	   - Search
	   - Critical evaluation
	   - Copyright, data protection
	 • Communication concepts
	   - Online communities
	   - Communication tools
	   - Email concepts
	 • Using email
	   -Sending email
	   -Receiving email
	   -Tools and settings
	   -Organizing email
	   -Using calendars
	
	 • Emerging issues in Internet and email communication
		• Oral presentation
		 • Observation
		 • Practical
		 • Simulations
		 • Project
		 • Written tests

7. Perform desktop publishing	• Desktop publishing concepts
	 • Desktop publishing application
	 • Using the desktop publishing application
	 • Desktop publication design
	   - Banners
	   - Booklets
		• Oral presentation
		 • Observation
		 • Practical
		 • Simulations
		 • Project
		 • Written tests

		- Brochures - Flyers - Posters - Cards - Certificates - Magazines • Print setup • Printing	

8. Prepare PowerPoint presentation	• Using application
	   - Working with presentations
	     - Open and close presentations
	     - Create a new presentation
	     - Save a presentation
	     - Switch between open presentations
	   - Enhancing productivity
	     - Set basic options/ preferences
	     - Help resources
	     - Use magnification/zoom tools
	     - Display, hide built-in tool bar
	     - Using navigation tools
	• Developing a presentation
	   - Presentation views
	   - Slides
	   - Master slide
	• Text
	   - Handling text
	   - Formatting
	   - Tables
	• Charts
	   - Using charts
	   - Organisation charts
	• Graphical objects
	   - Insert, manipulate
		• Oral presentation
		• Observation
		• Practical
		• Simulations
		• Project
		• Written tests

	- Drawing	
	• Prepare outputs	
	- Preparation	
	- Check and deliver	
	- Spell check a presentation	
	- Slide orientation	
	- Slide shows, navigation	
	- Print presentation	

9. Perform Online Collaboration	• Collaboration concepts
	   - Key concepts
	   - Cloud computing
	• Preparation for online collaboration
	   - Common setup features
	   - Setup
	• Using online collaborative tools
	   - Online storage and productivity
	   - Applications
	   - Online calendars
	   - Social media
	   - Online meetings
	   - Online learning environment
	• Mobile collaboration
	   - Key concepts
	   - Using mobile devices
	   - Applications
	   - Synchronization
		• Oral presentation
		• Observation
		• Practical
		• Simulations
		• Project
		• Written tests

Suggested Methods of Instruction

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

Recommended Resources for 25 Trainees

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General Resources	Materials and supplies
• 25 Computers	25 Flash disks
• 5 Printers	25 CDs/DVDs
• 1 Projector	
• Internet access	25 FLASH DISKS
• 5 scanners	5 Modems
• 2 Printing papers	25 External hard disk
• Assorted colour of whiteboard markers	Softwares • Operating system software • Word processor • Spread sheets • Databases • Presentation software • publisher software • browsers