

## DIGITAL LITERACY

**UNIT CODE:** DA/CU/FM/BC/03/3/B

### Relationship to Occupational Standards

This unit addresses the Unit of Competency: Demonstrate Digital Literacy

**Duration of Unit:** 20 hours

### Unit Description

This unit covers the competencies required to demonstrate digital literacy in a working environment. It entails identifying computer software and hardware, applying security measures to data, hardware, software, applying computer software in solving tasks and applying internet and email in communication at workplace.

### Summary of Learning Outcomes

1. Identify computer hardware and software
2. Apply security measures to data, hardware and software
3. Apply computer software in solving tasks
4. Apply internet and email in communication at workplace

### Learning Outcomes, Content and Methods of assessment

Learning Outcome	Content	Methods of assessment
1. Identify computer hardware and software	<ul style="list-style-type: none"><li>• Definition of a computer</li><li>• Functions of a computer</li><li>• Components of a computer</li><li>• Classification of computers</li><li>• Computer software</li></ul>	<ul style="list-style-type: none"><li>• Written tests</li><li>• Practice assignments</li></ul>
2. Apply security measures to data, hardware and software	<ul style="list-style-type: none"><li>• Data security and control</li><li>• Security threats and control measures</li><li>• Types of computer crimes</li><li>• Detection and protection against computer crimes</li></ul>	<ul style="list-style-type: none"><li>• Written tests</li><li>• Oral presentation</li></ul>
3. Apply computer software in solving tasks	<ul style="list-style-type: none"><li>• Operating systems</li><li>• Word processing</li><li>• Spread sheets</li></ul>	<ul style="list-style-type: none"><li>• Oral questioning</li><li>• Practical</li></ul>

	<ul style="list-style-type: none"> <li>• Data base</li> </ul>	
4. Apply internet and email in communication at workplace	<ul style="list-style-type: none"> <li>• Computer networks</li> <li>• Uses of internet</li> <li>• Electronic mail (e-mail) concept</li> </ul>	<ul style="list-style-type: none"> <li>• Oral questioning</li> <li>• Oral presentation</li> <li>• Written test</li> </ul>

#### **Suggested Methods of Instruction**

- Instructor led facilitation of theory
- Demonstration by trainer
- Assignments
- Viewing of related videos
- Group discussions

#### **Recommended Resources**

- Desk top computers
- Laptop computers
- Other digital devices
- Printers
- Storage devices
- Internet access
- Computer software

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