

DIGITAL LITERACY

UNIT CODE: ENG/CU/EI/BC/02/5

Relationship to Occupational Standards

This unit addresses the Unit of Competency: Demonstrate digital literacy

Duration of Unit: 50 hours

Unit Description

This unit describes competencies required to use a computer and other digital devices for the purposes of communication, work performance and management at the workplace.

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	<input type="checkbox"/> Concepts of ICT <input type="checkbox"/> Functions of ICT <input type="checkbox"/> History of computers <input type="checkbox"/> Components of a computer <input type="checkbox"/> Classification of computers	<input type="checkbox"/> Written tests <input type="checkbox"/> Oral presentation <input type="checkbox"/> Observation
2. Apply security measures to data, hardware and software	<input type="checkbox"/> Data security and control <input type="checkbox"/> Security threats and control measures <input type="checkbox"/> Types of computer crimes <input type="checkbox"/> Detection and protection against computer crimes <input type="checkbox"/> Laws governing protection of ICT	<input type="checkbox"/> Written tests <input type="checkbox"/> Oral presentation <input type="checkbox"/> Observation <input type="checkbox"/> Project
3. Apply computer software in solving tasks	<input type="checkbox"/> Operating system <input type="checkbox"/> Word processing <input type="checkbox"/> Spread sheets <input type="checkbox"/> Data base design and manipulation	<input type="checkbox"/> Oral questioning <input type="checkbox"/> Observation <input type="checkbox"/> Project

	<input type="checkbox"/> Data manipulation, storage and retrieval	
4. Apply internet and email in communication at workplace	<input type="checkbox"/> Computer networks <input type="checkbox"/> Network configurations <input type="checkbox"/> Uses of internet <input type="checkbox"/> Electronic mail (e-mail) concept	<input type="checkbox"/> Oral questioning <input type="checkbox"/> Observation <input type="checkbox"/> Oral presentation <input type="checkbox"/> Written report
5. Apply desktop publishing in official assignments	<input type="checkbox"/> Concept of desktop publishing <input type="checkbox"/> Opening publication window <input type="checkbox"/> Identifying different tools and tool bars <input type="checkbox"/> Determining page layout <input type="checkbox"/> Opening, saving and closing files <input type="checkbox"/> Drawing various shapes using DTP <input type="checkbox"/> Using colour pellets to enhance a document <input type="checkbox"/> Inserting text frames <input type="checkbox"/> Importing and exporting text <input type="checkbox"/> Object linking and embedding <input type="checkbox"/> Designing of various publications <input type="checkbox"/> Printing of various publications	<input type="checkbox"/> Oral questioning <input type="checkbox"/> Observation <input type="checkbox"/> Oral presentation <input type="checkbox"/> Written report <input type="checkbox"/> Project
6. Prepare presentation packages	<input type="checkbox"/> Types of presentation packages <input type="checkbox"/> Procedure of creating slides <input type="checkbox"/> Formatting slides <input type="checkbox"/> Presentation of slides <input type="checkbox"/> Procedure for editing objects	<input type="checkbox"/> Oral questioning <input type="checkbox"/> Observation <input type="checkbox"/> Oral presentation <input type="checkbox"/> Written report <input type="checkbox"/> Project

Suggested Delivery Methods

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

Recommended Resources

- Desk top computers
- Laptop computers
- Other digital devices
- Printers

- Storage devices
- Internet access
- Computer software

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