DEMONSTRATE DIGITAL LITERACY

UNIT CODE: ENG/OS/PO/BC/02/5/A

UNIT DESCRIPTION

This unit covers the competencies required to demonstrate digital literacy. It involves identifying appropriate computer software and hardware, applying security measures to data, hardware, software in automated environment, applying computer software in solving tasks, applying internet and email in communication at workplace, applying desktop publishing in official assignment and preparing presentation packages.

ELEMENTS AND PERFORMANCE CRITERIA

ELEMENT These describe the key outcomes which make up workplace function	PERFORMANCE CRITERIA These are assessable statements which specify the required level of performance for each of the elements. *Bold and italicized terms are elaborated in the Range*
1. Identify appropriate computer software and hardware	1.1 Concepts of ICT are determined in accordance with computer equipment 1.2 Classifications of computers are determined in accordance with manufacturers specification 1.3 *Appropriate computer software* is identified according to manufacturer's specification 1.4 *Appropriate computer hardware* is identified according to manufacturer's specification 1.5 Functions and commands of operating system are determined in accordance with manufacturer's specification
2. Apply security measures to data, hardware, software in automated environment	2.1 *Data security and privacy are classified* in accordance with the prevailing technology 2.2 *Security threats* are identified, **and** *control measures* are applied in accordance with laws governing protection of ICT 2.3 Computer threats and crimes are detected in accordance with Information security management guidelines 2.4 Protection against computer crimes is undertaken in accordance with laws governing protection of ICT
3. Apply computer software in solving tasks	3.1 *Word processing concepts* are applied in resolving workplace tasks, report writing and documentation as per job requirements 3.2 *Word processing utilities* are applied in accordance with

	workplace procedures
	3.3 Worksheet layout is prepared in accordance with work procedures
	3.4 Worksheet is build and data manipulated in the worksheet in accordance with workplace procedures
	3.5 Continuous data manipulated on worksheet is undertaken in accordance with work requirements
	3.6 Database design and manipulation is undertaken in accordance with office procedures
	3.7 Data sorting, indexing, storage, retrieval and security is provided in accordance with workplace procedures
4. Apply internet and email in communication at workplace	4.1 Electronic mail addresses are opened and applied in workplace communication in accordance with office policy
	4.2 Office internet functions are defined and executed in accordance with office procedures
	4.3 *Network configuration* is determined in accordance with office operations procedures
	4.4 Official World Wide Web is installed and managed according to workplace procedures
5. Apply desktop publishing in official assignments	5.1 Desktop publishing functions and tools are identified in accordance with manufactures specifications
	5.2 Desktop publishing tools are developed in accordance with work requirements
	5.3 Desktop publishing tools are applied in accordance with workplace requirements
	5.4 Typeset work is enhanced in accordance with workplace standards
6. Prepare presentation packages	6.1 Types of presentation packages are identified in accordance with office requirements
	6.2 Slides are created and formulated in accordance with workplace procedures
	6.3 Slides are edited and run in accordance with work procedures
	6.4 Slides and handouts are printed according to work requirements

RANGE

This section provides work environments and conditions to which the performance criteria apply. It allows for different work environments and situations that will affect performance.

Variable	Range
1. Appropriate computer hardware may include but not limited to:	• Computer case • Monitor • keyboard • mouse
2. Data security and privacy may include but not limited to:	• Confidentiality of data • Cloud computing • Integrity -but-curious data surfing
3. Security and control measures may include but not limited to:	• Counter measures against cyber terrorism • Risk reduction • Cyber threat issues • Risk management • Pass wording
4. Security threats may include but not limited to:	• Cyber terrorism • Hacking

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit of competency.

Required Skills

The individual needs to demonstrate the following skills:

- Analytical skills
- Interpretation
- Typing
- Communication
- Basic ICT skills

Required Knowledge

The individual needs to demonstrate knowledge of:

- Software concept
- Functions of computer software and hardware
- Data security and privacy
- Computer security threats and control measures
- Technology underlying cyber-attacks and networks
- Cyber terrorism

- Computer crimes
- Detection and protection of computer crimes
- Laws governing protection of ICT
- Microsoft suite

EVIDENCE GUIDE

This provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge and range.

1. Critical Aspects of Competency	Assessment requires evidence that the candidate: 1.1 Identified and controlled security threats 1.2 Detected and protected computer crimes 1.3 Applied word processing in office tasks 1.4 Designed, prepared work sheet and applied data to the cells in accordance to workplace procedures 1.5 Opened electronic mail for office communication as per workplace procedure 1.6 Installed internet and World Wide Web for office tasks in accordance with office procedures 1.7 Integrated emerging issues in computer ICT applications 1.8 Applied laws governing protection of ICT
2. Resource Implications	The following resources should be provided: 2.1 Tablets 2.2 Laptops 2.3 Desktop computers 2.4 Calculators 2.5 Internet 2.6 Smart phones 2.7 Operation Manuals
3. Methods of Assessment	Competency may be assessed through: 3.1 Written Test 3.2 Observation 3.3 Practical assignment 3.4 Interview/Oral Questioning
4. Context of Assessment	Competency may be assessed in: 4.1 Off the job 4.2 On the job setting 4.3 Industrial attachment
5. Guidance information for assessment	Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended.