DIGITAL LITERACY

UNIT CODE:CON/CU/PL/BC/03/4/A

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

Duration of Unit: 35 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 task sand applying internet and email in communication at workplace.

Summary of Learning Outcomes
1. Identify computer software and hardware
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 Suggested Assessment Methods

Learning Outcome	Content	Suggested Assessment Methods
1. Identify computer hardware and software	- Meaning of a computer - Functions of a computer - Components of a computer - Classification of computers	- Written tests - Oral - Observation
2. Apply security measures to data, hardware and software	- Data security and control - Security threats and control measures - Types of computer crimes	- Written tests - Oral presentation - Observation - Projects

	• Detection and protection against computer crimes	
3. Apply computer software in solving tasks	• Operating system • Word processing • Spread sheets • Data base	• Oral questioning • Observation • Project
4. Apply internet and email in communication at workplace	• Computer networks • Uses of internet • Electronic mail (e-mail) concept	• Oral questioning • Observation • Oral presentation • Written report

Suggested Methods of Instructions
- Instructor led facilitation of theory
- Demonstration by trainer
- Practical assignment
- Viewing of related videos
- Project
- Group discussions

Recommended Resources
- Desktop computers
- Laptop computers
- Other digital devices
- Printers
- Storage devices
- Internet access
- Computer software