

DIGITAL LITERACY

UNIT CODE: BUS/CU/PM/BC/03/5/A

Relationship to Occupational Standards

This unit addresses the Unit of Competency: Demonstrate Digital Literacy

Duration of Unit: 45 hours

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.

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 Methods of Assessment

Learning Outcome	Content	Methods of Assessment
1. Identify computer hardware and software	<ul style="list-style-type: none">• Concepts of ICT• Functions of ICT• History of computers• Components of a computer• Classification of computers	<ul style="list-style-type: none">• Written tests• Oral presentation• Observation
2. Apply security measures to data, hardware and software	<ul style="list-style-type: none">• Data security and control• Security threats and control measures• Types of computer crimes• Detection and protection against computer crimes• Laws governing protection of ICT	<ul style="list-style-type: none">• Written tests• Oral presentation• Observation• Project

3. Apply computer software in solving tasks	<ul style="list-style-type: none"> • Operating system • Word processing • Spread sheets • Data base design and manipulation • Data manipulation, storage and retrieval 	<ul style="list-style-type: none"> • Oral questioning • Observation • Project
4. Apply internet and email in communication at workplace	<ul style="list-style-type: none"> • Computer networks • Network configurations • Uses of internet • Electronic mail (e-mail) concept 	<ul style="list-style-type: none"> • Oral questioning • Observation • Oral presentation • Written report
5. Apply desktop publishing in official assignments	<ul style="list-style-type: none"> • Concept of desktop publishing • Opening publication window • Identifying different tools and tool bars • Determining page layout • Opening, saving and closing files • Drawing various shapes using DTP • Using colour pellets to enhance a document • Inserting text frames • Importing and exporting text • Object linking and embedding • Designing of various publications • Printing of various publications 	<ul style="list-style-type: none"> • Oral questioning • Observation • Oral presentation • Written report • Project
6. Prepare presentation packages	<ul style="list-style-type: none"> • Types of presentation packages • Procedure of creating slides • Formatting slides • Presentation of slides • Procedure for editing objects 	<ul style="list-style-type: none"> • Oral questioning • Observation • Oral presentation • Written report • Project

Suggested Methods of Instruction

- Demonstration
- Viewing of related videos
- Discussions
- Assignments
- Direct instructions

Recommended Resources

- Computers
- Other digital devices
- Printers
- Storage devices
- Internet access
- Computer software