DIGITAL LITERACY

UNIT CODE: SEC/CU/CS/CC/01/5/A

Relationship to Occupational Standards
This unit addresses the Unit of Competency: Demonstrate digital literacy

Duration of Unit: 60 hours

Unit Description
This unit covers the competencies required to effectively use digital devices such as smart phones, tablets, laptops and desktop PCs. It entails identifying appropriate computer software and hardware, applying security measures to data, hardware, and software in automated environment, computer software in solving tasks, internet and email in communication at workplace, desktop publishing in official assignments and preparing presentation packages.

Summary of Learning Outcomes
7. Identify computer software and hardware
8. Apply security measures to data, hardware and software
9. Apply computer software in solving tasks
10. Apply internet and email in communication at workplace
11. Apply desktop publishing in official assignments
12. Prepare presentation packages

Learning Outcomes, Content and Suggested Assessment Methods

Learning Outcome	Content	Suggested Assessment Methods
7. Identify computer hardware and software	- Concepts of ICT - Functions of ICT - History of computers - Components of a computer - Classification of computers	- Written tests - Oral presentation - Observation
8. 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

	Detection and protection against computer crimes • Laws governing protection of ICT	• Project
9. Apply computer software in solving tasks	• Operating system • Word processing • Spread sheets • Data base design and manipulation • Data manipulation, storage and retrieval	• Oral questioning • Observation • Project
10. Apply internet and email in communication at workplace	• Computer networks • Network configurations • Uses of internet • Electronic mail (e-mail) concept	• Oral questioning • Observation • Oral presentation • Written report
11. Apply desktop publishing in official assignments	• 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	• Oral questioning • Observation • Oral presentation • Written report • Project
12. Prepare presentation packages	• Types of presentation packages • Procedure of creating slides • Formatting slides • Presentation of slides • Procedure for editing objects	• Oral questioning • Observation • Oral presentation • Written report • Project

Suggested Methods of Instructions
- 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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CORE UNITS OF LEARNING