

DIGITAL LITERACY

ISCED UNIT CODE: 0611 541 11A

TVET CDACC UNIT CODE: APB/CU/AB/BC/01/6/MA

Relationship to Occupational Standards

This unit addresses the Unit of Competency: Apply Digital Literacy

Duration: 80 Hours

Unit Description

This unit covers the competencies required to demonstrate digital literacy. It involves operating computer devices, solving tasks using the Office suite, accessing online/offline data and information, performing online communication and collaboration, applying cybersecurity skills and performing jobs online. It also involves applying job entry techniques.

Summary of Learning Outcomes

By the end of this unit, the learner should be able to:

S/No	Learning Outcomes	Duration (Hours)
1.	Operate computer devices	10
2.	Solve tasks using office suite	10
3.	Manage data and information	20
4	Perform online communication and collaboration	10
5	Apply cybersecurity skills	10
6	Perform online jobs	10
7	Apply job entry techniques	10

	TOTAL	80
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Learning Outcomes, Content, and Suggested Assessment Methods

Learning Outcome	Content	Suggested Assessment Methods
1. Operate computer devices	<p>1.1 Introduction to Digital Literacy</p> <p>1.1.1 Meaning and Importance of Digital Literacy</p> <p>1.1.2 Functions and Uses of Computers</p> <p>1.1.3 Classification of Computers</p> <p>1.2 Components of a Computer System</p> <p>1.2.1 Computer Hardware</p> <p>1.2.1.1 The System Unit (e.g. Motherboard, CPU, Casing)</p> <p>1.2.1.2 Input Devices (e.g. Pointing, Keying, Scanning, Voice/Speech Recognition, Direct Data Capture Devices)</p> <p>1.2.1.3 Output Devices (e.g. Hardcopy Output and Softcopy Output)</p> <p>1.2.1.4 Storage Devices</p> <p>1.2.1.4.1 Main Memory (e.g. RAM)</p> <p>1.2.1.4.2 Secondary Storage (Solid State Devices, Hard Drives, CDs & DVDs, Memory Cards, Flash Drives)</p> <p>1.2.1.5 Computer Ports (e.g. HDMI, DVI, VGA, USB Type-C)</p> <p>1.3 Classification of Computer Software</p> <p>1.3.1 Operating System Functions</p> <p>1.3.2 Procedure for Turning On/Off a computer</p> <p>1.4 Computer Operation Techniques</p>	<ul style="list-style-type: none"> • Observation • Portfolio of Evidence • Project • Written assessment • Practical assessment • Oral assessment

Learning Outcome	Content	Suggested Assessment Methods
	1.4.1 Mouse Use Techniques 1.4.2 Keyboard Parts and Use Techniques 1.4.3 Desktop Customization 1.4.4 File and Files Management Using an Operating System 1.5 Internet Connectivity Options 1.5.1 Computer Internet Connection Options 1.5.2 Mobile Networks/Data Plans 1.5.3 Wireless Hotspots 1.5.4 Cabled (Ethernet/Fiber) 1.5.5 Dial-Up 1.5.6 Satellite 1.6 Computer External Devices Management 1.6.1 Device Connections 1.6.2 Device Controls (Volume Controls and Display Properties)	
2. Solve tasks using Office suite	2.1 Word Processing 2.1.1 Meaning and Importance of Word Processing 2.1.2 Examples of Word Processors 2.1.3 Working with Word Documents 2.1.3.1 Open and Close Word Processor 2.1.3.2 Create a New Document 2.1.3.3 Save a Document 2.1.3.4 Switch Between Open Documents 2.1.4 Enhancing Productivity 2.1.4.1 Set Basic Options/Preferences	<ul style="list-style-type: none"> ● Portfolio of Evidence ● Project ● Written assessment ● Practical assessment ● Oral assessment

Learning Outcome	Content	Suggested Assessment Methods
	<ul style="list-style-type: none"> 2.1.4.2 Help Resources 2.1.4.3 Use Magnification/Zoom Tools 2.1.4.4 Display, Hide Built-in Toolbar 2.1.4.5 Using Navigation Tools 2.1.4.6 Typing Text 2.1.5 Document Editing <ul style="list-style-type: none"> 2.1.5.1 Copy, Cut, Paste Commands 2.1.5.2 Spelling and Grammar Check 2.1.6 Document Formatting <ul style="list-style-type: none"> 2.1.6.1 Formatting Text 2.1.6.2 Formatting Paragraph 2.1.6.3 Formatting Styles 2.1.6.4 Alignment 2.1.7 Creating and Formatting Tables <ul style="list-style-type: none"> 2.1.7.1 Creating Tables 2.1.7.2 Formatting Tables 2.1.8 Graphical Objects <ul style="list-style-type: none"> 2.1.8.1 Insert Object (Picture, Drawn Object) 2.1.8.2 Select an Object 2.1.8.3 Edit an Object 2.1.8.4 Format an Object 2.1.9 Document Print Setup <ul style="list-style-type: none"> 2.1.9.1 Page Layout 2.1.9.2 Margins Setup 2.1.9.3 Orientation 2.1.10 Word Document Printing 2.2 Spreadsheets 	

Learning Outcome	Content	Suggested Assessment Methods
	<p>2.2.1 Meaning and Importance of Electronic Spreadsheets</p> <p>2.2.2 Components of Spreadsheets</p> <p>2.2.3 Application Areas of Spreadsheets</p> <p>2.2.4 Using Spreadsheet Applications</p> <p>2.2.4.1 Parts of Excel Screen: Ribbon, Formula Bar, Active Cell, Name Box, Column Letter, Row Number, Quick Access Toolbar</p> <p>2.2.4.2 Cell Data Types</p> <p>2.2.4.3 Block Operations</p> <p>2.2.4.4 Arithmetic Operators (Formula Bar: -, +, etc.)</p> <p>2.2.4.5 Cell Referencing</p> <p>2.2.5 Data Manipulation</p> <p>2.2.5.1 Using Functions (Sum, Average, SumIF, Count, Max, Min, IF, Rank, Product, Mode, etc.)</p> <p>2.2.5.2 Using Formulae</p> <p>2.2.5.3 Sorting Data</p> <p>2.2.5.4 Filtering Data</p> <p>2.2.5.5 Visual Representation Using Charts</p> <p>2.2.6 Worksheet Printing</p> <p>2.3 Electronic Presentations</p> <p>2.3.1 Meaning and Importance of Electronic Presentations</p> <p>2.3.2 Examples of Presentation Software</p>	

Learning Outcome	Content	Suggested Assessment Methods
	<p>2.3.3 Using the Electronic Presentation Application</p> <p>2.3.3.1 Parts of the PowerPoint Screen (Slide Navigation Pane, Slide Pane, Notes, the Ribbon, Quick Access Toolbar, Scroll Bars)</p> <p>2.3.3.2 Open and Close Presentations</p> <p>2.3.3.3 Creating Slides (Insert New Slides, Duplicate, or Reuse Slides)</p> <p>2.3.3.4 Text Management (Insert, Delete, Copy, Cut and Paste, Drag and Drop, Format, Spell Check)</p> <p>2.3.3.5 Use Magnification/Zoom Tools</p> <p>2.3.3.6 Apply or Change a Theme</p> <p>2.3.3.7 Save a Presentation</p> <p>2.3.3.8 Switch Between Open Presentations</p> <p>2.3.4 Developing a Presentation</p> <p>2.3.4.1 Presentation Views</p> <p>2.3.4.2 Slides</p> <p>2.3.4.3 Master Slide</p> <p>2.3.4.4 Text</p> <p>2.3.4.5 Editing Text</p> <p>2.3.4.6 Formatting</p> <p>2.3.4.7 Tables</p> <p>2.3.4.8 Charts</p> <p>2.3.4.9 Using Charts</p> <p>2.3.4.10 Organization Charts</p> <p>2.3.4.11 Graphical Objects</p>	

Learning Outcome	Content	Suggested Assessment Methods
	2.3.4.12 Insert, Manipulate 2.3.4.13 Drawings 2.3.5 Prepare Outputs 2.3.5.1 Applying Slide Effects and Transitions 2.3.5.2 Check and Deliver 2.3.5.3 Spell Check a Presentation 2.3.5.4 Slide Orientation 2.3.5.5 Slide Shows, Navigation 2.3.5.6 Print Presentations (Slides and Handouts)	
3. Manage data and information	3.1 Data, Information, and Internet Use 3.1.1 Meaning of Data and Information 3.1.2 Importance and Uses of Data and Information 3.1.3 Types of Internet Services 3.1.3.1 Communication Services 3.1.3.2 Information Retrieval Services 3.1.3.3 File Transfer 3.1.3.4 World Wide Web Services 3.1.3.5 Web Services 3.1.3.6 Automatic Network Address Configuration 3.1.3.7 News Group 3.1.3.8 E-commerce 3.1.4 Types of Internet Access Applications 3.1.5 Web Browsing Concepts 3.1.5.1 Key Concepts	<ul style="list-style-type: none"> • Observation • Portfolio of Evidence • Project • Written assessment • Practical assessment • Oral assessment

Learning Outcome	Content	Suggested Assessment Methods
	3.1.5.2 Security and Safety 3.1.5.3 Web Browsing 3.1.5.4 Using the Web Browser 3.1.5.5 Tools and Settings 3.1.5.6 Clearing Cache and Cookies 3.1.5.7 URIs 3.1.5.8 Bookmarks 3.1.6 Web Outputs 3.1.6.1 Web-based Information 3.1.6.2 Search 3.1.6.3 Critical Evaluation of Information 3.1.6.4 Copyright and Data Protection 3.1.6.5 Downloads Management 3.1.7 Performing Digital Data Backup 3.1.7.1 Online Backup 3.1.7.2 Offline Backup 3.1.8 Emerging Issues in Internet	
4. Perform online communication and collaboration	4.1 Netiquette and Online Communication 4.1.1 Netiquette Principles 4.1.2 Communication Concepts 4.1.3 Online Communities 4.1.3.1 Communication Tools 4.1.4 Email Concepts 4.1.4.1 Using Email 4.1.4.2 Sending Email 4.1.4.3 Receiving Email 4.1.4.4 Tools and Settings	<ul style="list-style-type: none"> ● Observation ● Portfolio of Evidence ● Project ● Written assessment ● Practical assessment ● Oral assessment

Learning Outcome	Content	Suggested Assessment Methods
	<p>4.1.4.5 Organizing Email</p> <p>4.1.5 Digital Content Copyright and Licenses</p> <p>4.1.6 Online Collaboration Tools</p> <p>4.1.7 Online Storage</p> <p> 4.1.7.1 Google Drive</p> <p>4.1.8 Online Productivity Applications</p> <p> 4.1.8.1 Google Docs & Forms</p> <p>4.1.9 Online Meetings</p> <p> 4.1.9.1 Google Meet/Zoom</p> <p>4.1.10 Online Learning Environments</p> <p>4.1.11 Online Calendars</p> <p> 4.1.11.1 Google Calendars</p> <p>4.1.12 Social Networks</p> <p> 4.1.12.1 Facebook/Twitter - Settings & Privacy</p> <p>4.1.13 Preparation for Online Collaboration</p> <p> 4.1.13.1 Common Setup Features</p> <p> 4.1.13.2 Setup</p> <p> 4.1.13.3 Mobile Collaboration</p> <p>4.1.14 Key Concepts of Mobile Collaboration</p> <p> 4.1.14.1 Using Mobile Devices</p> <p> 4.1.14.2 Applications</p> <p> 4.1.14.3 Synchronization</p>	
<p>5. Apply cybersecurity skills</p>	<p>5.1 Data Protection, Privacy, and Security</p> <p> 5.1.1 Data Protection and Privacy</p> <p> 5.1.1.1 Confidentiality of Data/Information</p> <p> 5.1.1.2 Integrity of Data/Information</p>	<ul style="list-style-type: none"> • Portfolio of Evidence • Project

Learning Outcome	Content	Suggested Assessment Methods
	<p>5.1.1.3 Availability of Data/Information</p> <p>5.1.2 Internet Security Threats</p> <p>5.1.2.1 Malware Attacks</p> <p>5.1.2.2 Social Engineering Attacks</p> <p>5.1.2.3 Distributed Denial of Service (DDoS)</p> <p>5.1.2.4 Man-in-the-Middle Attack (MitM)</p> <p>5.1.2.5 Password Attacks</p> <p>5.1.2.6 IoT Attacks</p> <p>5.1.2.7 Phishing Attacks</p> <p>5.1.2.8 Ransomware</p> <p>5.1.3 Computer Threats and Crimes</p> <p>5.1.4 Cybersecurity Control Measures</p> <p>5.1.4.1 Physical Controls</p> <p>5.1.4.2 Technical/Logical Controls (Passwords, PINs, Biometrics)</p> <p>5.1.4.3 Operational Controls</p> <p>5.1.5 Laws Governing Protection of ICT in Kenya</p> <p>5.1.5.1 The Computer Misuse and Cybercrimes Act No. 5 of 2018</p> <p>5.1.5.2 The Data Protection Act No. 24 of 2019</p>	<ul style="list-style-type: none"> • Written assessment • Practical assessment • Oral assessment
<p>6. Perform Online Jobs</p>	<p>6.1 Introduction to Online Working</p> <p>6.1.1 Types of Online Jobs</p> <p>6.1.1.1 Online Job Platforms</p> <p>6.1.2 Online Job Platforms</p> <p>6.1.2.1 Remotask</p>	<ul style="list-style-type: none"> • Observation • Oral assessment • Portfolio of evidence • Third party report

Learning Outcome	Content	Suggested Assessment Methods
	<p>6.1.2.2 Data Annotation Tech</p> <p>6.1.2.3 Cloud Worker</p> <p>6.1.2.4 Upwork</p> <p>6.1.2.5 Oneforma</p> <p>6.1.2.6 Appen</p> <p>6.1.3 Online Account and Profile Management</p> <p>6.1.4 Identifying Online Jobs/Job Bidding</p> <p>6.1.5 Online Digital Identity</p> <p>6.1.6 Executing Online Tasks</p> <p>6.1.7 Management of Online Payment Accounts</p>	<ul style="list-style-type: none"> • Written assessment
<p>7. Apply job entry techniques</p>	<p>7.1 Types of Job Opportunities</p> <p>7.1.1 Self-Employment</p> <p>7.1.1.1 Service Provision</p> <p>7.1.1.2 Product Development</p> <p>7.1.2 Salaried Employment</p> <p>7.1.3 Sources of Job Opportunities</p> <p>7.2 Resume/Curriculum Vitae</p> <p>7.2.1 What is a CV?</p> <p>7.2.2 How Long Should a CV Be?</p> <p>7.2.3 What to Include in a CV</p> <p>7.2.4 Format of CV</p> <p>7.2.5 How to Write a Good CV</p> <p>7.2.6 Don'ts of Writing a CV</p> <p>7.3 Job Application Letter</p> <p>7.3.1 What to Include in a Cover Letter</p> <p>7.3.2 Addressing a Cover Letter</p> <p>7.3.3 Signing off a Cover Letter</p>	<ul style="list-style-type: none"> • Observation • Oral assessment • Portfolio of evidence • Written assessment

Learning Outcome	Content	Suggested Assessment Methods
	7.4 Portfolio of Evidence 7.4.1 Academic Credentials 7.4.2 Letters of Commendations 7.4.3 Certification of Participations 7.4.4 Awards and Decorations 7.5 Interview Skills 7.5.1 Listening Skills 7.5.2 Grooming 7.5.3 Language Command 7.5.4 Articulation of Issues 7.5.5 Body Language 7.5.6 Time Management 7.5.7 Honesty 7.5.8 General Knowledge in Current Affairs and Technical Area	

Suggested Methods Instruction

- Project
- Practical
- Demonstration
- Viewing of related videos
- Group discussions
- Role play
- Case study

Recommended Resources for 25 Trainees

S/No.	Category/Item	Description/ Specifications	Quantity	Recommended Ratio (Item: Trainee)
A	Learning Materials			
1.	Power point presentations	For trainer's use	1	1:25
2.	Sample CVs	For trainee's use	5	1:5
3.	Sample job applications	For trainee's use	5	1:5
B	Learning Facilities & infrastructure			
4.	Lecture/theory room	For Trainer/trainee's use	1	1:25
5.	Computers with OS (Windows/Linux/Mac), Microsoft Office, Google Workspace, Antivirus	For trainee's use	25	1:1
6.	Internet connection	For trainees and trainer's use	1 connection	1:25
7.	Whiteboard	For trainer's use	1	1:25
8.	Smartboard/Smart TV (Where applicable)	For trainer's use	1	1:25
C	Consumable materials			
9.	Printing papers	For trainer and trainee use	Varies	Varies
10.	Assorted whiteboard markers	For trainer's use	Varies	Varies
D	Tools and Equipment			
	Printers	For trainer's use	2	1:12
11.	External storage media	For trainer and trainee use	Varies	1:1 or 1:5 depending on need
12.	Projector	For trainer's use	1	1:25