

DIGITAL LITERACY

UNIT CODE: FOP/CU/BT/BC/01/4/B

Relationship to Occupational Standards

This unit addresses the Unit of Competency: Apply Digital Literacy

Duration of Unit: 30 Hours

Unit Description

This unit covers the competencies required to demonstrate digital literacy. It involves operating computer devices, solving tasks using computer devices and applying cybersecurity skills and job entry techniques.

Summary of Learning Outcomes

1. Operate Computer Devices
2. Solve Tasks Using Computer Devices
3. Apply Cybersecurity Skills
4. Apply job entry techniques

Learning Outcomes, Content, and Suggested Assessment Methods

Learning Outcome	Content	Suggested Assessment Methods
1. Operate computer devices	• Meaning and importance of digital literacy • Procedure for turning/off a computer • Types of computer devices (tablets, desktop, and laptop computers). • Components of a computer system • Computer Hardware • The System Unit E.g. Motherboard, CPU, casing, • Input Devices e.g. Pointing, keying, scanning, voice/speech recognition, direct data capture devices.	• Observation • Oral assessment • Portfolio of evidence • Third party report • Written assessment • Practical

Learning Outcome	Content	Suggested Assessment Methods
	• Output Devices e.g. hardcopy output and softcopy output • Storage Devices e.g. main memory e.g. RAM, secondary storage (Solid state devices, Hard Drives, CDs & DVDs, Memory cards, Flash drives • Computer Ports e.g. HDMI, DVI, VGA, USB type C, etc. • Start Menu Commands and Desktop Manipulation • Mouse use techniques • Keyboard Parts and Use Techniques • File and Files Management using an operating system • Computer Internet Connection Options • Mobile Networks/Data Plans • Wireless Hotspots • Cabled (Ethernet) • Mechanisms for storing files (flash drives, hard drives). • Computer external devices management • Device connections • Device controls (volume controls and display properties)	
2. Solve tasks using computer devices	• Meaning and Importance of Word Processing • Examples of Word Processors • Working with word documents • Open and close word processor • Create a new document • Save a document	• Observation • Oral assessment • Portfolio of evidence • Third party report • Written assessment • Project

Learning Outcome	Content	Suggested Assessment Methods
	• Using navigation tools • Enter & Select text • Document editing (copy, cut, paste commands, spelling and Grammar check) • Document formatting • Formatting text • Formatting paragraph • Formatting styles • Alignment • Creating tables • Formatting tables • Graphical objects • Insert object (picture, drawn object) • Select an object • Edit an object • Format an object • Document Print setup • Page layout, • Margins set up • Orientation. • Printing Word Documents • Netiquette principles • Digital content copyright and licenses • Web browsing • Using the web browser • Web based information • Search • Using email • Sending email • Receiving email • Organizing email • Internet security threats • Using Passwords, antivirus software	• Practical

Learning Outcome	Content	Suggested Assessment Methods
	and privacy settings to control security threats • Performing Digital Data Backup (Offline) • Emerging issues in internet	
3. Apply Cybersecurity Skills	• Meaning and Importance of Cybersecurity • Types and examples of internet security threats • Using Passwords, PINs, Biometrics e.g. voice and fingerprint, antivirus software and privacy settings to control security threats • Performing Digital Data Backup (Offline) • Types of computer threats and crimes • Control measures against computer threats and crimes.	• Observation • Oral assessment • Portfolio of evidence • Third party report • Written assessment
4. Apply job entry techniques	• Types of job opportunities • Self employment • Service provision • product development • salaried employment • Sources of job opportunities • Resume/ curriculum vitae • What is a CV • How long should a CV be • What to include in a AC • Format of CV • How to write a good CV • Don'ts of writing a CV • Job application letter • What to include • Addressing a cover letter	• Observation • Oral assessment • Portfolio of evidence • Third party report • Written assessment

Learning Outcome	Content	Suggested Assessment Methods
	• Signing off a cover letter Portfolio of Evidence • Academic credentials • Letters of commendations • Certificates of participations • Awards and decorations Interview skills • Listening skills • Grooming • Language command • Articulation of issues • Body language • Time management • Honesty • Generally knowledgeable in current affairs and technical area	

Suggested Methods of Instruction

- Instructor-led facilitation
- Demonstration by trainer
- Practical work by trainees
- Viewing of related videos
- Group discussions
- Projects
- Case studies
- Role play

Recommended Resources for 25 Trainees

- 25 computers with the following software:
- Windows/Linux/Macintosh Operating System
- Microsoft Office Software

- Google Workspace Account
- Antivirus Software
- 25 External Storage Media
- 2 Printers
- Printing papers
- 2 Projectors
- 2 Whiteboards
- 2 Smartboards/Smart TV (Where applicable)
- Assorted white board markers
- Internet connection
- 3 samples of CVs
- 3 samples of job applications