**REPUBLIC OF KENYA**

**COMPETENCY BASED CURRICULUM**

**FOR**

**BUTCHERY OPERATIONS**

**KNQF LEVEL 4**

**ISCED PROGRAMME CODE; 0721 454B**

TVET CDACC
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NAIROBI

# DIGITAL LITERACY

**UNIT CODE**: MT/CU/BO/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 | <ul><li>Meaning and importance of digital literacy</li><li>Procedure for turning/off a computer</li><li>Types of computer devices (tablets, desktop, and laptop computers).</li><li>Components of a computer system</li><li>Computer Hardware<ul><li>The System Unit E.g. Motherboard, CPU, casing,</li><li>Input Devices e.g. Pointing, keying, scanning, voice/speech recognition, direct data capture devices.</li></ul></li></ul> | <ul><li>Observation</li><li>Oral assessment</li><li>Portfolio of evidence</li><li>Third party report</li><li>Written assessment</li><li>Practical</li></ul> |

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

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

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

| Learning Outcome | Content | Suggested Assessment Methods |
|---|---|---|
| | •   Signing off a cover letter<br>Portfolio of Evidence<br><br>• Academic credentials<br>• Letters of commendations<br>• Certificates of participations<br>• Awards and decorations<br>Interview skills<br><br>• Listening skills<br>• Grooming<br>• Language command<br>• Articulation of issues<br>• Body language<br>• Time management<br>• Honesty<br>• 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