DIGITAL LITERACY

UNIT CODE: AQ/CU/AM/BC/03/4/B

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

Duration of Unit: 35 hours

Unit Description
This unit covers the competencies required to effectively demonstrate digital literacy in a working environment. It entails identifying and using digital devices such as smartphones, tablets, laptops and desktop PCs for purposes of communication and performing work related tasks at the work place.

Summary of Learning Outcomes
1. Identify computer hardware and software
2. Apply security measures to data, hardware and software
3. Apply computer software in solving tasks
4. Apply internet and email in communication at workplace

Learning Outcomes, Content and Suggested Assessment Methods

Learning Outcome	Content	Suggested Assessment Methods
1. Identify computer hardware and software	• Meaning of a computer • Functions of a computer • Components of a computer • Classification of computers	• Written • Oral • Observation
2. Apply security measures to data, hardware and software	• Data security and control • Security threats and control measures • Types of computer crimes • Detection and protection against computer crimes	• Written tests • Oral presentation • Observation • Projects
3. Apply computer software in solving tasks	• Operating system • Word processing • Spread sheets • Data base	• Oral questioning • Observation • Project

4.	Apply internet and email in communication at workplace	• Computer networks • Uses of internet • Electronic mail (e-mail) concept	• Oral questioning • Observation • Oral presentation • Written report

Suggested Delivery Methods
- 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