

DEMONSTRATE DIGITAL LITERACY

UNIT CODE: BUS/BM/BC/03/5

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 smart phones, tablets, laptops and desktop PCs for purposes of communication and performing work related tasks at the work place.

ELEMENTS AND PERFORMANCE CRITERIA

Element <i>These describe the key outcomes which make up workplace function</i>	Performance Criteria <i>These are assessable statements which specify the required level of performance for each of the elements. Bold and italicized terms are elaborated in the Range</i>
1. Identify computer software and hardware	1.1 Computer software are identified according to manufacturer's specification 1.2 Appropriate computer hardware is identified according to manufacturer's specification
2. Apply security measures to data, hardware, software	2.1 Data security and privacy are classified in accordance with the technological situation 2.2 Security and control measures are

Element <i>These describe the key outcomes which make up workplace function</i>	Performance Criteria <i>These are assessable statements which specify the required level of performance for each of the elements.</i> <i>Bold and italicized terms are elaborated in the Range</i>
	<p>applied in accordance with laws governing protection of ICT</p> <p>2.3 Computer threats and crimes are detected.</p>
<p>3. Apply computer software in solving tasks</p>	<p>3.1 Basic <i>word processing concepts</i> are applied in resolving workplace tasks</p> <p>3.2 <i>Word processing utilities</i> are applied in accordance with workplace procedures</p> <p>3.3 Data is manipulated on worksheet in accordance with office procedures</p>
<p>4. Apply internet and email in communication at workplace</p>	<p>4.1 Electronic mail is applied in workplace communication in accordance with office procedures</p> <p>4.2 Office internet functions are defined and executed in accordance with office procedures</p> <p>4.3 <i>Network configuration</i> and uses are determined in accordance with office operations procedures</p>

RANGE

This section provides work environments and conditions to which the performance criteria apply. It allows for different work environments and situations that will affect performance.

Variable	Range <i>May include but are not limited to:</i>
1. Computer software	1.1 A collection of instructions that enable the user to interact with a computer, its hardware, or perform tasks. 1.2 Computer tools that will help computer users interact with the hardware in a computer.
2. Computer hardware	2.1 Collection of physical parts of a computer system. This includes the computer case, monitor, keyboard, and mouse and all the parts inside the computer case, such as the hard disk drive, motherboard, video card,
3. Data Security and Privacy	3.1 Confidentiality of data 3.2 Cloud computing 3.3 Integrity -but-curious data serving
4. Security and Control Measures	4.1 Counter measures and risk reduction 4.2 Cyber threat issues 4.3 Risk management Integrity -but-curious data serving

Variable	Range <i>May include but are not limited to:</i>
5. Word Processing Concepts	Using a special program to create, edit, and print documents
6. Network Configuration	Organizing and maintaining information on the components of a computer network

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit of competency.

Required Skills

The individual needs to demonstrate the following skills:

- Analytical skills
- Interpretation
- Typing
- Communication
- Computing (applying fundamental operations such as addition, subtraction, division and multiplication)
- Using calculator
- Basic ICT skills

Required Knowledge

The individual needs to demonstrate knowledge of:

- Input and output devices
- Central processing Unit (CPU)
- Peripherals
- Storage Media
- Software concept
- Types of concept
- Function of computer software
- Data security and privacy
- Security threats and control measures
- Computer crimes
- Detection and protection of computer crimes
- Laws governing protection of ICT
- Word processing;
 - Functions and concepts of word processing.
 - Documents and tables creation and manipulations
 - Mail merging
 - Word processing utilities
- Spread sheet;
 - Meaning, formulae, function and charts, uses, layout, data manipulation and application to cell
- Networking and Internet;
 - Meaning, functions and uses of networking and internet.
 - Electronic mail and world wide web

- Emerging trends and issues in ICT;
 - Identify and apply emerging trends and issues in ICT
 - Challenges posed by emerging trends and issues

EVIDENCE GUIDE

This provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge and range.

<p>1. Critical Aspects of Competency</p>	<p>Assessment requires evidence that the candidate:</p> <p>1.1 Identified input, output, CPU and storage media devices of computers in accordance to computer specification</p> <p>1.2 Identified concepts, types and functions of computer software according to operation manual</p> <p>1.3 Identified and controlled security threats</p> <p>1.4 Detected and protected computer crimes</p> <p>1.5 Applied word processing in office tasks</p> <p>1.6 Prepared work sheet and applied data to the cells in accordance to workplace procedures</p>
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	<p>1.7 Used Electronic Mail for office communication as per workplace procedure</p> <p>1.8 Applied internet and World Wide Web for office tasks in accordance with office procedures</p> <p>1.9 Applied laws governing protection of ICT</p>
2. Resource Implications	<p>2.1 Smartphones</p> <p>2.2 Tablets</p> <p>2.3 Laptops and</p> <p>2.4 Desktop PCs</p> <p>2.5 Desktop computer</p> <p>2.6 Lap top</p> <p>2.7 Calculator</p> <p>2.8 Internet</p> <p>2.9 Smart phone</p> <p>2.10 Operations Manuals</p>
3. Methods of Assessment	<p>Competency may be assessed through:</p> <p>3.1 Written test</p> <p>3.2 Demonstration</p> <p>3.3 Practical assignment</p> <p>3.4 Interview/oral questioning</p> <p>3.5 Demonstration</p>
4. Context of Assessment	<p>Competency may be assessed in an off and on the job setting</p>

5. Guidance Information for Assessment	Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended.
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