# DIGITAL LITERACY
## UNIT CODE: EE/CU/ET/BC/03/3

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

### Duration of Unit: 20 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 computers 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 |
|---|---|---|
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| Learning Outcome | Content | Suggested Assessment Methods |
|---|---|---|
| 1. Identify computer hardware and software | • Definition of a computer<br>• Functions of a computer<br>• Components of a computer<br>• Classification of computers<br>• Computer software | • Written<br>• Oral<br>• Observation |
| 2. Apply security measures to data, hardware and software | • Data security and control<br>• Security threats and control measures<br>• Types of computer crimes<br>• Detection and protection against computer crimes | • Written tests<br>• Oral presentation<br>• Observation |
| 3. Apply computer software in solving \tasks | • Operating systems<br>• Word processing<br>• Spread sheets<br>• Data base | • Oral questioning<br>• Observation<br>• Project |

| 4. Apply internet and email in communication at workplace | • Computer networks<br>• Uses of internet<br>• Electronic mail (e-mail) concept | • Oral questioning<br>• Observation<br>• Oral presentation<br>• Written report |
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## Suggested Delivery Methods

- Instructor led facilitation of theory
- Demonstration by trainer
- Practical work by trainee
- Viewing of related videos
- Group discussions

## Recommended Resources
## Tools and equipment

- Desk top computers
- Laptop computers
- Other digital devices
- Printers
- Storage devices
- Computer software

## ENTREPRENEURIAL SKILLS
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## Relationship to Occupational Standards

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