DEMONSTRATE DIGITAL LITERACY

UNIT CODE: ENG/OS/EI/BC/03/3/A

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.

ELEMENTS AND PERFORMANCE CRITERIA

ELEMENT These describe the key outcomes which make up workplace function	PERFORMANCE CRITERIA 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***
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 applied in accordance with laws governing protection of ICT 2.3 Computer threats and crimes are detected. 2.4 Protection against computer crimes is undertaken in accordance with laws governing protection of ICT
3. Apply computer software in solving tasks	3.1 Basic ***word processing concepts*** are applied in resolving workplace tasks 3.2 ***Word processing utilities*** are applied in accordance with workplace procedures 3.3 Data is manipulated on worksheet in accordance with office procedures
4. Apply internet and email in communication at workplace	4.1 Electronic mail is applied in workplace communication in accordance with office procedures 4.2 Office internet functions are defined and executed in accordance with office procedures 4.3 ***Network configuration*** and uses are determined in accordance with office operations procedures

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.

Range	Variable
Computer software include but not limited to:	• A collection of instructions that enable the user to interact with a *computer*, its hardware, or perform tasks. • Computer tools that will help *computer* users interact with the hardware in a *computer*.
Computer hardware may include but not limited to:	Collection of physical parts of a computer system. • Computer case • Monitor • Keyboard • Mouse and all the parts inside the computer case, such as the hard disk drive, motherboard, video card etc.
Data security and privacy include but not limited to:	• Confidentiality • Cloud computing • Confidentiality • Cyber terrorism • Integrity -but-curious data serving
Security and control measures may include but not limited to:	• Countermeasures and risk reduction • Cyber threat issues • Risk management
Word processing concepts may include but not limited to:	Using a special program to create, edit and print documents
Network configuration may include but not limited to:	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.

1. Critical Aspects of Competency	3. Assessment requires evidence that the candidate:
	1.1 Identified input, output, CPU and storage media devices of computers in accordance to computer specification
	1.2 Identified concepts, types and functions of computer software according to operation manual
	1.3 Identified and controlled security threats
	1.4 Detected and protected computer crimes
	1.5 Applied word processing in office tasks
	1.6 Prepared work sheet and applied data to the cells in accordance to workplace procedures
	1.7 Used Electronic Mail for office communication as per workplace procedure
	1.8 Applied internet and World Wide Web for office tasks in

		accordance with office procedures
		1.9 Applied laws governing protection of ICT
2.	Resource Implications	2.1 Smartphones
		2.2 Tablets
		2.3 Laptops
		2.4 Desktop computers
		2.5 Calculators
		2.6 Internet
		2.7 Operation Manuals
3.	Methods of Assessment	Competency may be assessed through:
		3.1 Written Test
		3.2 Demonstration
		3.3 Practical assignment
		3.4 Interview/Oral Questioning
		3.5 Demonstration
4.	Context of Assessment	4. Competency may be assessed in an off and on the job setting
5.	Guidance information for assessment	Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended.