

DIGITAL LITERACY

TVET CDACCUNIT CODE: ME/CU/BJ/BC/01/6/MA

Relationship to Occupational Standards

This unit addresses the Unit of Competency: Apply Digital Literacy

Duration of Unit: 40 Hours

Unit Description

This unit covers the competencies required to demonstrate digital literacy. It involves operating computer devices, solving tasks using the Office suite, managing data and information, performing online communication and collaboration, applying cybersecurity skills and job entry techniques, and performing jobs online.

Summary of Learning Outcomes

	Elements	Duration (Hrs)
1	Operate Computer Devices	12
2	Solve Tasks Using Office Suite	12
3	Manage Data and Information	5
4	Perform Online Communication and Collaborations	3
5	Apply Cybersecurity Skills	2
6	Perform Online Jobs	4
7	Apply job entry techniques.	2
	TOTAL	40

Learning Outcomes, Content, and Suggested Assessment Methods

Learning Outcome	Content	Suggested Assessment Methods
1. Operate computer devices	1.1. Meaning and importance of digital literacy 1.2. Functions and Uses of Computers 1.3. Classification of computers 1.4. Components of a computer system 1.5. Computer Hardware 1.6. The System Unit E.g. Motherboard, CPU, casing 1.7. Input Devices e.g. Pointing, keying, scanning, voice/speech recognition, direct data capture devices. 1.8. Output Devices e.g. hardcopy output and softcopy output 1.9. Storage Devices e.g. main memory e.g. RAM, secondary storage (Solid state devices, Hard Drives, CDs & DVDs, Memory cards, Flash drives 1.10. Computer Ports e.g. HDMI, DVI, VGA, USB type C etc. 1.11. Classification of computer software 1.12. Operating system functions 1.13. Procedure for turning/off a computer 1.14. Mouse use techniques 1.15. Keyboard Parts and Use Techniques 1.16. Desktop Customization 1.17. File and Files Management using an operating system	● Observation ● Written assessment ● Oral assessment ● Practical assessment

Learning Outcome	Content	Suggested Assessment Methods
	1.18. Computer Internet Connection Options 1.19. Mobile Networks/Data Plans 1.20. Wireless Hotspots 1.21. Cabled (Ethernet/Fiber) 1.22. Dial-Up 1.23. Satellite 1.24. Computer external devices management 1.25. Device connections 1.26. Device controls (volume controls and display properties)	
2. Solve tasks using Office suite	2.1 Meaning and Importance of Word Processing 2.2 Examples of Word Processors 2.3 Working with word documents I. Open and close word processor II. Create a new document III. Save a document IV. Switch between open documents 2.4 Enhancing productivity I. Set basic options/preferences II. Help resources III. Use magnification/zoom tools IV. Display, hide built-in tool bar V. Using navigation tools 2.5 Typing Text 2.6 Document editing (copy, cut, paste commands, spelling and Grammar check) 2.7 Document formatting I. Formatting text II. Formatting paragraph	● Observation ● Portfolio of Evidence ● Project ● Written assessment ● Practical assessment ● Oral assessment

Learning Outcome	Content	Suggested Assessment Methods
	III.Formatting styles IV.Alignment V.Creating tables VI.Formatting tables 2.8 Graphical objects I.Insert object (picture, drawn object) II.Select an object III.Edit an object IV.Format an object 2.9 Document Print setup I.Page layout, II.Margins set up III.Orientation. 2.10 Word Document Printing 2.11 Meaning & Importance of electronic spreadsheets 2.12 Components of Spreadsheets 2.13 Application areas of spreadsheets 2.14 Using spreadsheet application I.Parts of Excel screen: ribbon, formula bar, active cell, name box, column letter,row number, Quick Access Toolbar. II.Cell Data Types III.Block operations IV.Arithmetic operators (formula bar (-, +, *, /). V.Cell Referencing 2.15 Data Manipulation I.Using Functions (Sum, Average, Sum IF, Count, Max, Max, IF, Rank, Product, mode etc) II.Using Formulae	

Learning Outcome	Content	Suggested Assessment Methods
	III.Sorting data IV.Filtering data V.Visual representation using charts 2.16 Worksheet printing 2.17 Electronic Presentations 2.18 Meaning and Importance of electronic presentations 2.19 Examples of Presentation Software 2.20 Using the electronic presentation application I.Parts of the PowerPoint screen (slide navigation pane, slide pane, notes, the ribbon, quick access toolbar, and scroll bars). II.Open and close presentations III.Creating Slides (Insert new slides, duplicate, or reuse slides.) IV.Text Management (insert, delete, copy, cut and paste, drag and drop, format, and use spell check). V.Use magnification/zoom tools VI.Apply or change a theme. VII.Save a presentation VIII.Switch between open presentations 2.21 Developing a presentation I.Presentation views II.Slides III.Master slide 2.22 Text I.Editing text II.Formatting III.Tables 2.23 Charts	

Learning Outcome	Content	Suggested Assessment Methods
	I.Using charts II.Organization charts 2.24 Graphical objects I.Insert, manipulate II.Drawings 2.25 Prepare outputs I.Applying slide effects and transitions II.Check and deliver i. Spell check a presentation ii. Slide orientation iii. Slide shows, navigation 2.26 Print presentations (slides and handouts)	
3. Manage Data and Information	3.1 Meaning of Data and information 3.2 Importance and Uses of data and information 3.3 Types of internet services a. Communication Services b. Information Retrieval Services c. File Transfer d. World Wide Web Services e. Web Services f. Automatic Network Address Configuration g. Newsgroup h. Ecommerce 3.4 Types of Internet Access Applications 3.5 Web browsing concepts a. Key concepts b. Security and safety 3.6 Web browsing a. Using the web browser b. Tools and settings	• Observation • Portfolio of Evidence • Project • Written assessment • Practical assessment • Oral assessment

Learning Outcome	Content	Suggested Assessment Methods
	c. Clearing Cache and cookies d. URIs e. Bookmarks f. Web outputs 3.7 Web based information a. Search b. Critical evaluation of information c. Copyright, data protection 3.8 Downloads Management 3.9 Performing Digital Data Backup (Online and Offline) 3.10 Emerging issues in internet	
4. Perform online communication and collaboration	4.1 Netiquette principles 4.2 Communication concepts I. Online communities II. Communication tools III. Email concepts 4.3 Using email I. Sending email II. Receiving email III. Tools and settings IV. Organizing email 4.4 Digital content copyright and licenses 4.5 Online collaboration tools I. Online Storage (Google Drive) II. Online productivity applications (Google Docs & Forms) III. Online meetings (Google Meet/Zoom) IV. Online learning environments V. Online calendars (Google Calendars) VI. Social networks	• Observation • Portfolio of Evidence • Project • Written assessment • Practical assessment • Oral assessment

Learning Outcome	Content	Suggested Assessment Methods
	(Facebook/Twitter - Settings & Privacy) 4.6 Preparation for online collaboration I. Common setup features II. Setup 4.7 Mobile collaboration I. Key concepts II. Using mobile devices III. Applications IV. Synchronization	
5. Apply cybersecurity skills	5.1 Data protection and privacy I. Confidentiality of data/information II. Integrity of data/information III. Availability of data/information 5.2 Internet security threats I. Malware attacks II. Social engineering attacks III. Distributed denial of service (DDoS) IV. Man-in-the-middle attack (MitM) V. Password attacks VI. IoT Attacks VII. Phishing Attacks VIII. Ransomware 5.3 Computer threats and crimes 5.4 Cybersecurity control measures I. Physical Controls II. Technical/Logical Controls (Passwords, PINs, Biometrics) III. Operational Controls 5.5 Laws governing protection of ICT in Kenya I. The Computer Misuse and Cybercrimes Act No. 5 of 2018	• Observation • Portfolio of Evidence • Project • Written assessment • Practical assessment • Oral assessment

Learning Outcome	Content	Suggested Assessment Methods
	II. The Data Protection Act No. 24 Of 2019	
6. Perform Online Jobs	6.1 Introduction to online working 6.2 Types of online Jobs 6.3 Online job platforms I. Remotask II. Data annotationtech III. Cloud worker IV. Upwork V. Oneforma VI. Appen 6.4 Online account and profile management 6.5 Identifying online jobs/job bidding 6.6 Online digital identity 6.7 Executing online tasks 6.8 Management of online payment accounts.	• Observation • Portfolio of Evidence • Project • Written assessment • Practical assessment • Oral assessment
7. Apply job entry techniques	7.1.Types of job opportunities 7.2.Self-employment 7.3.Service provision 7.4.product development 7.5.salaried employment 7.6.Sources of job opportunities 7.7.Resume/ curriculum vitae 7.8.What is a CV 7.9.How long should a CV be 7.10. What to include in a C V 7.11. Format of CV 7.12. How to write a good C V 7.13. Don'ts of writing a CV 7.14. Job application letter	• Observation • Oral assessment • Portfolio of evidence • Third party report • Written assessment

Learning Outcome	Content	Suggested Assessment Methods
	7.15. What to include 7.16. Addressing a cover letter 7.17. Signing off a cover letter 7.18. Portfolio of Evidence 7.19. Academic credentials 7.20. Letters of commendations 7.21. Certification of participations 7.22. Awards and decorations 7.23. Interview skills 7.24. Listening skills 7.25. Grooming 7.26. Language command 7.27. Articulation of issues 7.28. Body language 7.29. Time management 7.30. Honesty 7.31. Generally knowledgeable in current affairs and technical area	

Suggested Methods Instruction

- Instructor-led facilitation using active learning strategies
- Demonstration by trainer
- Practical work by trainees
- Viewing of related videos
- Group discussions
- Project
- Role play
- Case study

Recommended Resources for 25 Trainees

- 25 computers with the following software:
 - Windows/Linux/Macintosh Operating System

- Microsoft Office Software
- Google Workspace Account
- Antivirus Software
- 2 Printers
- Printing Papers
- External storage media
- 1 Projector
- 1 Whiteboard
- 1 Smartboard/Smart TV (Where applicable)
- Assorted whiteboard markers
- Internet connection
- 5 samples of CVs
- 5 samples of job applications