DIGITAL LITERACY

ISCED UNIT CODE: 0611 551 01A
TVET CDACC UNIT CODE: DA/CU/PM/BC/01/6/MA

Relationship to Occupational Standards
This unit addresses the Unit of Competency: Apply Digital Literacy

Duration: 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 cyber security skills, and performing jobs online.

Summary of Learning Outcomes

By the end of this unit, the learner should be able to:

S/No	Learning Outcomes	Duration (Hours)
1.	Operate Computer Devices	6
2.	Solve Tasks Using Office Suite	14
3.	Manage Data and Information	6
4.	Perform Online Communication and Collaboration	4
5.	Apply Cyber security Skills	4
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
	  1.5.1 The System Unit E.g. Motherboard, CPU, casing
	  1.5.2 Input Devices e.g. Pointing, keying, scanning, voice/speech recognition, direct data capture devices.
	  1.5.3 Output Devices e.g. hardcopy output and softcopy output
	  1.5.4 Storage Devices e.g. main memory e.g. RAM, secondary storage (Solid state devices, Hard Drives, CDs & DVDs, Memory cards, Flash drives
	  1.5.5 Computer Ports e.g. HDMI, DVI, VGA, USB type C etc.
	1.6 Classification of computer software
	1.7 Operating system functions
	1.8 Procedure for turning/off a computer
	1.9 Mouse use techniques
	1.10 Keyboard Parts and Use Technique
	1.11 Desktop Customization
	1.12 File and Files Management using an operating system
	1.13 Computer Internet Connection Options
	  1.13.1 Mobile Networks/Data Plans
	  1.13.2 Wireless Hotspots
	  1.13.3 Cabled (Ethernet/Fiber)
	  1.13.4 Dial-Up
	  1.13.5 Satellite
	1.14 Computer external devices management
	  1.14.1 Device connections
		• Practical assessment
		
		• Project
		
		• Portfolio of evidence
		
		• Third party report
		
		• Written assessment
		
		• Oral assessment

Learning Outcome	Content	Suggested Assessment Methods
	1.14.2 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 document 2.3.1 Open and close word processor 2.3.2 Create a new document 2.3.3 Save a document 2.3.4 Switch between open documents 2.4 Enhancing productivity 2.4.1 Set basic options/preferences 2.4.2 Help resources 2.4.3 Use magnification/zoom tools 2.4.4 Display, hide built-in tool bar 2.4.5 Using navigation tools 2.5 Typing Text 2.6 Document editing (copy, cut, paste commands, spelling and Grammar check) 2.7 Document formatting 2.7.1 Formatting text 2.7.2 Formatting paragraph 2.7.3 Formatting styles 2.7.4 Alignment 2.7.5 Creating tables 2.7.6 Formatting tables 2.8 Graphical objects 2.8.1 Insert object (picture, drawn object) 2.8.2 Select an object 2.8.3 Edit an object 2.8.4 Format an object	• Practical assessment • Project • Portfolio of evidence • Third party report • Written assessment • Oral assessment

Learning Outcome	Content	Suggested Assessment Methods
	2.9 Document Print setup 2.9.1 Page layout, 2.9.2 Margins set up 2.9.3 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 2.14.1 Parts of Excel screen: ribbon, formula bar, active cell, name box, column letter, row number, Quick Access Toolbar. 2.14.2 Cell Data Types 2.14.3 Block operations 2.14.4 Arithmetic operators (formula bar (-, +, *, /). 2.14.5 Cell Referencing 2.15 Data Manipulation 2.15.1 Using Functions (Sum, Average, SumIF, Count, Max, Max, IF, Rank, Product, mode etc) 2.15.2 Using Formulae 2.15.3 Sorting data 2.15.4 Filtering data 2.15.5 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 2.20.1 Parts of the PowerPoint screen (slide navigation pane, slide pane, notes, the ribbon, quick access toolbar, and scroll bars). 2.20.2 Open and close presentations	

Learning Outcome	Content	Suggested Assessment Methods
	2.20.3 Creating Slides (Insert new slides, duplicate, or reuse slides.) 2.20.4 Text Management (insert, delete, copy, cut and paste, drag and drop, format, and use spell check). 2.20.5 Use magnification/zoom tools 2.20.6 Apply or change a theme. 2.20.7 Save a presentation 2.20.8 Switch between open presentations 2.21 Developing a presentation 2.21.1 Presentation views 2.21.1.1 Slides 2.21.1.2 Master slide 2.21.2 Text 2.21.3 Editing text 2.21.4 Formatting 2.21.5 Tables 2.22 Chart 2.22.1 Using charts 2.22.2 Organization charts 2.23 Graphical objects 2.23.1 Insert 2.23.2 manipulate 2.23.3 Drawings 2.24 Prepare outputs 2.24.1 Applying slide effects and transitions 2.24.2 Check and deliver 2.24.3 Spell check a presentation 2.24.4 Slide orientation 2.24.5 Slide shows, navigation 2.25 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 3.3.1 Communication Services 3.3.2 Information Retrieval Services	• Observation • Portfolio of Evidence • Project

Learning Outcome	Content	Suggested Assessment Methods
	3.3.3 File Transfer 3.3.4 World Wide Web Services 3.3.5 Web Services 3.3.6 Automatic Network Address Configuration 3.3.7 Newsgroup 3.3.8 Ecommerce 3.4 Types of Internet Access Applications 3.5 Web browsing concepts 3.5.1 Key concept 3.5.2 Security and safety 3.6 Web browsing 3.6.1 Using the web browser 3.6.2 Tools and setting 3.6.3 Clearing Cache and cookies 3.6.4 URIs 3.6.5 Bookmarks 3.6.6 Web outputs 3.7 Web based information 3.7.1 Search 3.7.2 Critical evaluation of information 3.7.3 Copyright, data protection 3.8 Downloads Management 3.9 Performing Digital Data Backup (Online and Offline) 3.10 Emerging issues in internet	• Written assessment • Practical assessment • Oral assessment
4. Perform online communication and collaboration	4.1 Netiquette principles 4.2 Communication concepts 4.2.1 Online communities 4.2.2 Communication tools 4.2.3 Email concepts 4.3 Using email 4.3.1 Sending email 4.3.2 Receiving email 4.3.3 Tools and settings 4.3.4 Organizing email 4.4 Digital content copyright and licenses 4/5 Online collaboration tools 4,5.1 Online Storage (Google Drive)	• Observation • Portfolio of Evidence • Project • Written assessment • Practical assessment • Oral assessment

Learning Outcome	Content	Suggested Assessment Methods
	4.5.2 Online productivity applications (Google Docs & Forms) 4.5.3 Online meetings (Google Meet/Zoom) 4.5.4 Online learning environments 4.5.5 Online calendars (Google Calendars) 4.5.6 Social networks (Facebook/Twitter - Settings & Privacy) 4.6 Preparation for online collaboration 4.6.2 Common setup features 4.6.3 Setup 4.7 Mobile collaboration 4.7.2 Key concepts 4.7.3 Using mobile devices 4.7.4 Applications 4.7.5 Synchronization	
5. Apply cybersecurity skills	5.1 Data protection and privacy 5.1.1 Confidentiality of data/information 5.1.2 Integrity of data/information 5.1.3 Availability of data/information 5.2 Internet security threats 5.2.1 Malware attacks 5.2.2 Social engineering attacks 5.2.3 Distributed denial of service (DDoS) 5.2.4 Man-in-the-middle attack (MitM) 5.2.5 Password attacks 5.2.6 IoT Attacks 5.2.7 Phishing Attacks 5.2.8 Ransomware 5.3 Computer threats and crimes 5.4 Cybersecurity control measures 5.4.1 Physical Controls 5.4.2 Technical/Logical Controls (Passwords, PINs, Biometrics) 5.4.3 Operational Controls 5.5 Laws governing protection of ICT in Kenya	• Observation • Portfolio of Evidence • Project • Written assessment • Practical assessment • Oral assessment

Learning Outcome	Content	Suggested Assessment Methods
	5.5.1 The Computer Misuse and Cybercrimes Act No. 5 of 2018 5.5.2 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 6.3.1 Remotask 6.3.2 Data annotation tech 6.3.3 Cloud worker 6.3.4 Upwork 6.3.5 Oneforma 6.3.6 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 7.1.1 Self-employment 7.1.2 Service provision 7.1.3 product development 7.1.4 salaried employment 7.2 Sources of job opportunities 7.3 Resume/ curriculum vitae 7.3.1 What is a CV 7.3.2 How long should a CV be 7.3.3 What to include in a AC 7.3.4 Format of CV 7.3.5 How to write a good CV 7.3.6 Don'ts of writing a CV 7.4 Job application letter 7.4.1 What to include 7.4.2 Addressing a cover letter 7.4.3 Signing off a cover letter	• Observation • Oral assessment • Portfolio of evidence • Third party report • Written assessment

Learning Outcome	Content	Suggested Assessment Methods

	7.5 Portfolio of Evidence
	  7.5.1 Academic credentials
	  7.5.2 Letters of commendations
	  7.5.3 Certification of participations
	  7.5.4 Awards and decorations
	7.6 Interview skills
	  7.6.1 Listening skills
	  7.6.2 Grooming
	  7.6.3 Language command
	  7.6.4 Articulation of issues
	  7.6.5 Body language
	  7.6.6 Time management
	  7.6.7 Honesty
	7.7 Generally knowledgeable in current affairs and technical area	

Suggested Methods Instruction

- Practical
- Demonstrations
- Project
- Group discussion
- Direct instruction

Recommended Resources for 25 Trainees

S/no.	Category/item	Description/specification	Quantity	Recommended ratio(item: trainee)
	A. Learning materials			
1.	Samples of CVs	Job CVs, resumes	5	1:5
2.	Samples of job applications	Job advertisements	5	1:5
3.	Windows/Linux/Macintosh Operating System	Up to date OS	25	1:25
4.	Microsoft Office Software	Up to date Microsoft software	25	1:25
5.	Google Workspace Account	Up to date workspace	25	1:25

6.	Antivirus Software	Up to date Antivirus	25	1:25
B.	**Learning facilities and infrastructure**			
1.	Lecture/theory room	72m2	1	1:25
2.	ICT Laboratory	72m2	1	1:25
3.	Internet connection	Adequate speed		1:25
4.	Smart board/Smart TV (Where applicable)	LED type	1	1:25
5.	Whiteboard	4 feet by 8 feet	1	1:25
6.	Projector	LCD High resolution	1	1:25
7.	External storage media	16 GB	25	1:25
8.	Computers	RAM: 8GB	25	1:25
9.	Printers	Ink Jet	2	1:13
C.	**Consumable materials**			
1.	Printing Papers	A4	Enough for 25	1:25
2.	Assorted whiteboard markers	Non-permanent	Enough for 25	1:25