DIGITAL LITERACY

UNIT CODE: 0611 441 01A

TVET CDACC UNIT CODE: AGR/CU/AP/BC/01/5/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 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 Cybersecurity 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 Techniques
	1.11. Desktop Customization
	1.12. File and Files Management using an operating system
		• Written assessment
		• Practical
		• Projects
		• Third party report
		• Portfolio of evidence
		• Oral questions

Learning Outcome	Content	Suggested Assessment Methods

	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
	
	    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 documents
	
	    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
		• Written assessment
		• Practical
		• Projects
		• Third party report
		• Portfolio of evidence
		• Oral questions

Learning Outcome	Content	Suggested Assessment Methods
	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	
	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,	

Learning Outcome	Content	Suggested Assessment Methods

	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).	

Learning Outcome	Content	Suggested Assessment Methods
	2.20.2. Open and close presentations	
	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 presentations	
	2.20.8. Switch between open presentations	
	2.21. Developing a presentation	
	2.21.1. Presentation views	
	2.21.2. Slides	
	2.21.3. Master slide	
	2.22. Text	
	2.22.1. Editing text	
	2.22.2. Formatting	
	2.22.3. Tables	
	2.23. Charts	
	2.23.1. Using charts	
	2.23.2. Organization charts	
	2.24. Graphical objects	
	2.24.1. Insert, manipulate	
	2.24.2. Drawings	
	2.25. Prepare outputs	
	2.25.1. Applying slide effects and	

Learning Outcome	Content	Suggested Assessment Methods
	transitions 2.25.2. Check and deliver • Spell check a presentation • Slide orientation • 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
	
	    3.3.1. Communication Services
	
	    3.3.2. Information Retrieval Services
	
	    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 concepts
	
	    3.5.2. Security and safety
	
	3.6. Web browsing
	
	    3.6.1. Using the web browser
	
	    3.6.2. Tools and settings
		• Written assessment
		
		• Practical
		
		• Projects
		
		• Third party report
		
		• Portfolio of evidence
		
		• Oral questions

Learning Outcome	Content	Suggested Assessment Methods

	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	

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)
	    4.5.2. Online productivity applications (Google Docs & Forms)
		• Written assessment
		• Practical
		• Projects
		• Third party report
		• Portfolio of evidence
		• Oral questions

Learning Outcome	Content	Suggested Assessment Methods

	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
	
	    4.6.1. Common setup features
	
	    4.6.2. Setup
	
	4.7. Mobile collaboration
	
	    4.7.1. Key concepts
	
	    4.7.2. Using mobile devices
	
	    4.7.3. Applications
	
	    4.7.4. 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)
		• Written assessment
		• Practical
		• Projects
		• Third party report
		• Portfolio of evidence
		• Oral questions

Learning Outcome	Content	Suggested Assessment Methods

	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
	    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
		• Written assessment
		• Practical
		• Projects
		• Third party report
		• Portfolio of evidence
		• Oral questions

Learning Outcome	Content	Suggested Assessment Methods
	6.6. Online digital identity 6.7. Executing online tasks 6.8. Management of online payment accounts	

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
	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
		• Written assessment
		• Practical
		• Projects
		• Third party report
		• Portfolio of evidence
		• Oral questions

Learning Outcome	Content	Suggested Assessment Methods
	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 7.6.8. Generally knowledgeable in current affairs and technical area	

Suggested Methods Instruction

- Demonstration
- Practical
- Viewing of related videos
- Group discussions
- Project
- Role play
- Case study

Recommended Resources for 25 Trainees

S/No.	Category	Resource Description/Specifications	Quantity	Recommended Ratio (Item:Trainee)
1	Computers	Computers with OS (Windows/Linux/Mac), MS Office, Google Workspace, Antivirus	25	1:1

2	External Storage	External storage media (e.g., flash drives, external HDDs)	25	1:1
3	Printers	High-speed, multifunction printers (print, scan, copy)	2	1:12.5
4	Printing Papers	Standard A4 printing paper	As required	-
5	Projectors	HD projectors for presentations	1	1:25
6	Whiteboards	Standard-sized whiteboards	1	1:25
7	Smartboards/Smart TV	Interactive smartboards or Smart TVs	1	1:25
8	Whiteboard Markers	Assorted colors for visual presentations	Assorted	-
9	Internet Connection	High-speed internet for online resources and software	1 network	1:25
10	Sample CVs	Professional CV samples	3	1:1
11	Sample Job Applications	Templates or examples of job application letters	3	1:1