

## Award in Digital Literacy

### Applying for this course

To apply for this course, you should have completed compulsory schooling up to 65 years of age. In case of any difficulties regarding the entry requirements kindly contact us on [ga.jobsplus@gov.mt](mailto:ga.jobsplus@gov.mt).

### Course Duration

This course is of 25 hours duration and consists of one Module – (including a 1-hour assessment)

### General pedagogical guidelines and procedures for this course:

The delivery of this Course will be mainly held through a series of discussions, class work case studies and hands-on training. These will enable learners to practice and consolidate the classroom training. The trainer will also be holding lessons with the learners which will consist of various presentations, including demonstrations.

This course can also be delivered online. In such cases, the learner is required to have a working camera and a working microphone

### General assessment policy and procedures for this course:

The Learner will be assessed through an Ongoing Assessment that will take place throughout the duration of the course. The ongoing assessment will take into consideration the learner's classroom participation, and will take place by way of oral exercises, practical exercises, one-to-one questions, quizzes, and group activities. These exercises provide opportunities for the learner to apply their knowledge and skills in real-world scenarios, further reinforcing the learning outcomes covered. There will also be a 1-hour multiple-choice assessment at the end of the course.

### Module 1 Learning Outcomes – Award in Digital Literacy

<ul style="list-style-type: none"><li>✓ Ensure protection from security threats.</li><li>✓ Manage user identification, username, passwords, locking of computer, protective software, encrypt data, back up data, and keeping computer updated.</li><li>✓ Be responsible for data backup of important files.</li><li>✓ Monitor security and privacy steps.</li><li>✓ Be responsible for complying to basic computer ethics when using a PC.</li><li>✓ Deal with securing online and network transactions.</li><li>✓ Carry out tasks by searching for information online.</li><li>✓ List the components of a computer.</li><li>✓ Define an operating system and its functions and define bandwidth.</li></ul>	<ul style="list-style-type: none"><li>✓ Tell the difference between hardware and software components.</li><li>✓ List the types of internet connections and identify the requirements for an internet connection.</li><li>✓ Name common computer terminologies.</li><li>✓ Define E-commerce, internet banking, and browser plug-ins.</li><li>✓ Identify security and privacy steps for online safety.</li><li>✓ Plan how to write and send an email.</li><li>✓ Apply the knowledge of using a computer.</li><li>✓ Apply basic file operations and create files and folders.</li><li>✓ Utilise the internet, windows-based programs, and the world wide web.</li><li>✓ Apply basic image editing.</li></ul>
--	---

<ul style="list-style-type: none"><li>✓ Identify the role of computers in different areas (such as education, healthcare, business, etc).</li><li>✓ Identify computer performance and features.</li></ul>	<ul style="list-style-type: none"><li>✓ Practice using the start menu options.</li><li>✓ Apply the features of online communities.</li></ul>
---	--

### **Module 1 Assessment:**

The assessment will be based on ongoing assessment and a written exam. The ongoing assessment will carry 20% of the global mark, while the written exam that is based on multiple-choice questions will carry 80% of the marks.

The duration of the multiple-choice assessment is of 1 hour and the pass mark is that of 45%.

The Malta Further and Higher Education Authority (MFHEA) deems this certificate to be at Level 1 of the Malta Qualifications Framework and the European Qualifications Framework for Lifelong Learning. This course comprises study modules to which a total of 1 ECTS point is assigned.