



TVET CURRICULUM DEVELOPMENT, ASSESSMENT AND CERTIFICATION COUNCIL

(TVET CDACC)

Qualification : Level 6
Unit of Competency : Demonstrate Digital Literacy

ASSESSOR'S GUIDE

These only serves as a guide to expected responses.

SECTION A (40MARKS)

1. Distinguish between **computer software** and **computer hardware** as used in digital literacy.
(4 Marks)
 - **Computer software are instructions that directs computer hardware what to do and how to do it while Computer hardware this are the physical/tangible components that make up computer system.**
2. Information communication technology has become the key aspect in today's living. Explain **two** function of ICT.
(4 Marks)
 - **Data capture: Process of compiling information.**
 - **Data processing: This involves converting, analyzing, computing and producing all forms of data information.**
 - **Generation of information: Involves organizing information into a useful form. Storage of information involves retaining information for future use.**
 - **Retrieval of information: Process by which a computer device is used to find and copy data for future distribution and processing.**
3. Describe three types of computer networks.
(6 Marks)
 - **LAN (local Area Network): Covers a relatively small geographical area e.g. a university campus or office building. Examples include Ethernet and Wi-Fi.**
 - WLAN (Wireless Local Area Network): Links two or more devices using**

wireless

communication within a limited area such as a campus or office building. Some WLANs exist to extend an existing wired network.

WAN (Wide Area Network): Covers a relatively large geographical area e.g. cities or states.

- **PAN (personal area network): covers a small area e.g a room. Connect few devices compared to LAN.**

4. Physical cyber security has been a big issue in the 1980s highlight TWO measures of the physical cyber security that are being used today? (2 Marks)

- **Fencing**
- **Door locking**
- **Use of access control card**
- **Use of cctv cameras**
- **Use of smoke detectors**
- **Window grills and door grills**

5. Information communication technology is fast growing as the day goes by. You have been asked about emerging trends and issues in ICT. Name FOUR emerging trends and issues.

(4 Marks)

- **Artificial Intelligence (AI) and Machine Learning**
- **Robotic Process Automation (RPA)**
- **Edge Computing**
- **Quantum Computing**
- **Virtual Reality and Augmented Reality**
- **Blockchain**
- **Internet of Things (IoT)**
- **5G**
- **Cyber Security**

6. Define the term **mail merge**, listing the THREE files to be created during this process.

(5 Marks)

- **A mail merge is a method of taking data from a database, spreadsheet, or other form of structured data, and inserting it into documents such as letters, mailing labels, and name tags**

i. Main document

ii. Data source