

# Digital Literacy DL-00-101

## Exam Syllabus

(Exam DL-00-101)



### Section 1: Digital Awareness (25%)

#### **DL\_1\_1 Evaluate digital technologies for managing everyday tasks.**

- Identify the uses of digital technologies in daily tasks.
- Analyze the strengths and weaknesses of digital technologies.
- Demonstrate effective tools for personal scheduling, communication and productivity.
- Identify the functions and roles of internal and external hardware components, including storage devices, memory modules, printers, scanners and displays, in the context of installing, diagnosing and troubleshooting hardware issues.

#### **DL\_1\_2 Identify essential hardware and digital content sources.**

- Demonstrate secure connections and reliable search methods.
- Evaluate platform usability, content credibility and security.
- Apply strategies for responsible consumption and sharing.
- Demonstrate efficient content organization.
- Describe common types of digital content (e.g., audio, video, image, text, applications) and identify typical file formats associated with each.
- Compare platforms and methods for accessing, organizing, and consuming digital content across devices.

#### **DL\_1\_3 Explain the evolution of digital technologies and their impact on society, addressing milestones, ethical considerations, and strategies for responsible and positive digital engagement.**

- Identify key milestones in the evolution of digital technologies and their societal impact.
- Analyze ethical considerations arising from the use of digital technologies.
- Propose guidelines for the responsible use of digital tools and platforms.
- Demonstrate how to build and maintain a positive digital presence by managing online profiles.
- Explain strategies for protecting digital identity and safeguarding reputation online.
- Understand what intellectual property is in the context of digital content, explain differences between Public Domain, Fair Use, Creative Commons, and copyright.

- Identify and apply ethical and legal guidelines for using and sharing copyrighted digital content, information, applications, software and other digital resources responsibly.

**DL\_1\_4 Identify key skills for digital proficiency, demonstrate the use of tools to enhance these skills, analyze methods for improvement, and develop a plan for continuous growth.**

- Identify key skills required for digital proficiency.
- Demonstrate the use of tools to enhance digital skills.
- Analyze methods for improving digital proficiency.
- Develop a plan for continuous growth in digital proficiency.

## **Section 2: Using Computer & Mobile Devices (25%)**

**DL\_2\_1 Develop computing skills to enhance functionality and collaboration.**

- Explore and understand core computing concepts.
- Perform essential computing operations.
- Analyze system components and evaluate the impact of software on performance.
- Utilize cloud storage to improve usability and foster collaboration.
- Explain procedures for handling, installation, configuration, and troubleshooting of internal computer hardware in scenarios such as system upgrades and custom PC builds.

**DL\_2\_2 Develop software proficiency to effectively manage and evaluate digital tools.**

- Identify different types and functions of software.
- Install and configure software programs.
- Distinguish between system software and application software.
- Evaluate software solutions for task-specific usability.
- Evaluate and apply software solutions and operating system tools for task-specific usability, and cross-platform troubleshooting.

**DL\_2\_3 Develop networking proficiency to build, analyze, and secure networks effectively.**

- Describe key networking terminology, components, and protocols used in wired and wireless networks.
- Set up, configure, and secure wired and wireless networks using appropriate protocols and security settings.
- Compare wireless security protocols and authentication methods to evaluate strengths, weaknesses, and appropriate use cases.
- Evaluate network security features and identify potential vulnerabilities in wired and wireless setups.

- Identify and troubleshoot common wired and wireless network issues using systematic diagnostic methods and appropriate networking tools, such as cable testers, Wi-Fi analyzers, and configuration utilities.
- Connect, configure, and support mobile devices by managing ports, accessories, and wireless connectivity for data sharing and application access.
- Demonstrate and implement methods for mobile device synchronization with other systems, including laptops and desktops, for data continuity and access.

#### **DL\_2\_4 Explore key computing innovations and their impact on society and industries.**

- Understand the significance of key computing innovations.
- Demonstrate practical applications of computing innovations.
- Analyze the impact of computing innovations on various industries.
- Evaluate potential future developments and societal effects of computing innovations.

### **Section 3: Create, Communicate, Collaborate (25%)**

#### **DL\_3\_1 Understand and apply document creation skills to produce accessible and well-organized files across various formats.**

- Explore and use basic word processing features.
- Create formatted documents for clarity and professionalism.
- Analyze file types and backup methods for creating and managing documents across various formats.
- Ensure documents are accessible for all users.

#### **DL\_3\_2 Understand and apply concepts of digital collaboration and communication to enhance interaction and efficiency.**

- Use appropriate tools for digital collaboration and communication.
- Analyze digital etiquette for effective communication.
- Evaluate current collaboration practices and propose improvements.

#### **DL\_3\_3 Explore digital tools for hybrid working to enhance collaboration, productivity, and community building.**

- Identify the role of digital tools in collaboration and social interaction
- Demonstrate effective use of digital tools in team settings
- Analyze digital etiquette for hybrid working environments
- Evaluate current practices to propose improvements in productivity, collaboration, and community building

## Section 4: Safety & Security Awareness (25%)

### **DL\_4\_1 Explore digital security threats and strategies to recognize, respond to, and mitigate them effectively.**

- Identify the characteristics of common digital security threats.
- Demonstrate strategies for recognizing and responding to digital security threats.
- Analyze the impacts of digital security threats on individuals and organizations.
- Evaluate the effectiveness of security measures to mitigate digital threats.

### **DL\_4\_2 Explore security best practices to protect devices and digital content effectively.**

- Identify and apply strategies to secure devices and protect digital content, including mobile technologies, using physical and logical security measures.
- Implement and maintain security best practices by applying appropriate security policies, procedures, and relevant system and software updates.
- Analyze the risks of unsecured devices and digital content.
- Evaluate the effectiveness of security measures to propose improvements.
- Recognize different types of passwords and describe the rules and best practices for creating strong, secure passwords, including complexity requirements, when and how to reset them, multi-factor authentication, and secure management techniques.

### **DL\_4\_3 Identify and explore best practices for maintaining online privacy and minimizing environmental impact.**

- Safeguard personal data by exploring and implementing privacy best practices.
- Analyze risks associated with online activities and their impact on personal privacy.
- Evaluate current privacy practices to propose improvements for data protection.
- Assess the environmental impact of data storage and propose practices to reduce digital footprints.

### **DL\_4\_4 Identify and address health risks of prolonged digital technology use to promote well-being and balanced habits.**

- Identify health risks associated with prolonged use of digital technology.
- Implement strategies to improve physical and mental well-being.
- Analyze the effects of excessive technology use on mental and physical health.
- Propose a balanced plan for healthier digital habits.

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