





**INTELLECTUAL OUTPUT 2**

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TAACTIC - Project n°2019-1-FR01-KA204-063046

**LEARNING UNIT 1 : COMPUTER ENVIRONMENT**

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| **LEARNING UNIT 1 : COMPUTER ENVIRONMENT** |
| **KNOWLEDGE** | **SKILLS** | **SOFT SKILLS** |
| **Essentials** |
| Computer environment (computer, hardware, software) | Identify the part of a computer/ a laptop/ a smartphone/ a tablet | Learn to learn |
| Computer peripherals (webcam, usb, headphones,...) | Explain the basic terminology |  |
| Internet connection | Turn on/off a computer/ a laptop/ a smartphone/ a tablet |  |
| Basic computer commands | Type on a keyboard and use the mouse |  |
| Desktop and icons | Recognize desktop icons and windows basic applications |  |
| External components (scanner, printer,..) | Connect a computer to a wireless or fixed network |  |
| Basics on Internet access | Connect a smartphone to the internet |  |
| Operating systems (Windows,...) | Use the web-browser interface |  |
| **Standard** |
|  | Customize the welcome screen design |  |
| **LEARNING HOURS** |  |  |
| **Total : 8 hours** | **Face to face : 80%**  | **E-learning : 20%** |

**LEARNING UNIT 2 : COMMUNICATION**

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| **LEARNING UNIT 2 : COMMUNICATION** |
| **KNOWLEDGE** | **SKILLS** | **SOFT SKILLS** |
| **Essentials** |
| Understanding what an account represents and how to manage it | Create and manage a personal account (choosing a password, storing credentials,...) | Know the rules of conduct designed to foster mutual respect among users (netiquette) |
| How an e-mail works | Manage an e-mail address (contact list, attachments,...) | Use social networks for social purposes and job search  |
| Communication programs (Whatsapp, Google meet, Skype, Zoom,...) | Set data security and privacy policies | Build a digital identity on social networks |
| Social networks (facebook, instagram,...) | Synchronize accounts and cloud spaces by managing their backups. | Communicate by verbal and non-verbal communication skills |
| Synchronization accounts |  | Create a profile in line with the principles of good social behavior |
| **LEARNING HOURS** |  |  |
| **Total: 10 hours** | **Face to face: 80%**  | **E-learning: 20%** |

**LEARNING UNIT 3 : INFO SEARCH**

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| **LEARNING UNIT 3 : INFO SEARCH** |
| **KNOWLEDGE** | **SKILLS** | **SOFTSKILLS** |
| **Essentials** |
| Understanding how the internet works | Know how to use Internet for research purposes | Evaluate reputable information and use a reliable source (fake news). |
| What are the search engines and what they are for | Search and find sites of interest (leisure, work, citizenship, health,...) | Search and find sites of interest (leisure, work, citizenship, health,...) |
| Search and find sites of interest (leisure, work, citizenship, health,...) | Search and find useful applications and tools for everyday life (maps, translations, purchases,...) | Use e-services for citizens - country-specific |
|  |  | Use e-services for citizens - country-specific |
| **LEARNING HOURS** |  |  |
| **Total: 8 hours** | **Face to face: 70%** | **E-learning: 30%** |

**LEARNING UNIT 4 : CONTENT CREATION**

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| **LEARNING UNIT 4 : CONTENT CREATION** |
| **KNOWLEDGE** | **SKILLS** | **SOFTSKILLS** |
| **Essentials** |
| Using writing programs (Microsoft Word, Google Documents, LibreOffice or similar) | Know how to create and edit a text file | Know basic structure of useful documents. For example: curriculum vitae, timesheet,... |
| Using programs to create and manage spreadsheets (Microsoft Excel, LibreOffice Calc or similar) | Know how to create a worksheet and manage the main commands | Improve yourself: appearance, punctuality, oral and written expression... |
|  |  | Apply a Self-evaluation |
| **Standard** |
| Main programs for content creation (presentations, video and photo editing, etc...) | Know how to convert a file (e.g. from word document to pdf) |  |
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| **LEARNING HOURS** |  |  |
| **Total: 15 hours** | **Face to face: 70%** | **E-learning: 30%** |

**LEARNING UNIT 5 : FILE MANAGER**

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| **LEARNING UNIT 5 : FILE MANAGING** |
| **KNOWLEDGE** | **SKILLS** | **SOFTSKILLS** |
| **Essentials** |
| File storage and management (save, search, choice of the appropriate format,...) | Save and find files using fixed and removable memories | Manage the computer Security |
| File size, knowledge of units and possibilities to compress file format (zip) | Use the appropriate support to save files (internal memory, icloud space, hard-disk,...) | Protecte the privacy and the dissemination of sensitive data |
| Data management and tools to prevent data loss: backup | Know how to set up a file backup and recovery system | Apply a Self-evaluation |
| How file sharing works and how to manage a cloud space | Know how to share information with different tools (email, social, icloud,...) |  |
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| **LEARNING HOURS** |  |  |
| **Total: 8 hours** | **Face to face: 80%** | **E-learning: 20%** |

**LEARNING UNIT 6 : SECURITY**

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| **LEARNING UNIT 6 : SECURITY** |
| **KNOWLEDGE** | **SKILLS** | **SOFTSKILLS** |
| **Essentials** |
| Understanding the utility and working principles of an antivirus | Manage the updating of functional programs and the security of digital devices (antivirus) | Choose a secure password |
| Online purchases and working principles of electronic payments | Safely and securely manage of electronic payments  | Build a digital identity and know potential risks of social media and how to share personal information on the Internet. |
| Understanding the importance of a correct shutdown of digital devices (logout, system updates,... | Recognize a malfunction and know how to seek assistance if necessary | Recognise a phishing scam |
| Dangerous Software malware, spam,... |  |  |
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| **LEARNING HOURS** |  |  |
| **Total: 8 hours** | **Face to face: 100%** | **E-learning: 0%** |