

CURRICULUM DIGITAL COMPETENCE MODULE 4 8 KEY COMPETENCES KIT

Curriculum: 8 Competences Kit

Partner: Marie Curie Association, Plovdiv Bulgaria

Number of module: 4

Title of module: DIGITAL COMPETENCE

Number of Units:

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Total duration of module: 16 academic hours

Time for education: 5 academic hours

Time for exercises: 10 academic hours

Time for review and preparation for online self-assessment: 1 academic hour

Documents for completed course: CERTIFICATE

Form of module: Compulsory

Credits: 1

Prerequisite for participation:

- Basic knowledge;
- Access to Computer;
- Access to Internet;

Summary of the main points described in the content:

- Basic knowledge and understanding how to use Computer independently;
- Basic functions how to use MS Word / MS Excel;
- Understanding the Internet; Use Internet Explorer;
- Printing documents and web pages;
- Keyboard shortcut keys;
- Set up an e-mail account; Use an e-mail account; MS Outlook;
- Reading and manipulating PDF files;

Module general objectives:

The general aim of the module is to increase the computer literacy of **Adults with lack of basic training or education gaps in risk of social exclusion:** immigrants, premature school leavers, women's collectives, adults over 55, former young offenders, low-

qualified workers, etc., however the principals of learning new computer skills can be applicable to learners of wider community stakeholders.

The programme designed, focuses primarily on those skills that would be needed in a real work environment.

Skills to be obtained by the trainee upon completion of the Module:

By completing the *Module Digital Competence*, trainees (students) will:

- encourage and motivate the trainees to use PC and Internet;
- have enhanced their skills and competencies to work independently ;
- be proficient in using various relevant computer applications to a suitable standard for working in the open labour market ;
- have a basic knowledge and understanding of how to use a computer;
- be able to use the basic functions within the following programmes independently:
 - Windows – basic points;
 - MS Word processing ;
 - MS Excel;
 - The Internet;
 - E-mail / Outlook Express;
 - PDF documents using Adobe Acrobat.

Methodologies for delivering of the training:

- interactive e-learning;
- face to face tutoring ;
- semiautonomous tutoring with periodical face to face contacts

Learning evaluation:

- online content-based questions;
- online multiple-choice based tests;

Module content:

Unit	Theme	Time
Unit 1	GETTING STARTED WITH COMPUTER	0,5h
	Basic steps when you started	
	Brief review of key hardware components – monitor, mouse, keyboard.	
	List of Keys on Keyboard	
	Printer, speakers, headphones, scanner	
	Shutting down the computer correctly	
	Launching programmes	
	Reading through a file	
Unit 2	KEYBOARD SHORTCUT KEYS	0,5h
	Windows shortcut keys	
	Movement keys	
	Selections keys	
	Deletion keys	
Unit 3	MICROSOFT WORD	3,0h
	Launching the program	
	The Menu bar	
	The Document area	
	Typing a text	
	Formatting and Printing	
Unit 4	MICROSOFT EXCEL	3,0h
	Starting MS Excel	
	Understanding the Layout	
	Navigation	
	Assignments	
	Entering data in cells	
	Formatting data	
	Making selections	
	Using Formulas and Functions	
	Sorting a Vertical list of data	
	Printing and Saving	
Practical activities - Exercises		
Unit 5	GETTING STARTED WITH INTERNET	1,5h
	History	
	Theory of the Internet	
	Internet Explorer	
	Outlook Express	

	Connecting to the internet	
	Reconnecting to the internet	
	Internet Explorer Screen	
	Views	
	Closing the browser	
Unit 6	NAVIGATION IN INTERNET	0,5h
	Using hyperlinks	
	Back and Forward Buttons	
	Using Web Addresses	
	Browsing History	
	Stop & Refresh Downloads	
Unit 7	BROWSING THE WEB	3,0h
	Search Criteria	
	Subject Directories	
	The Search Bar	
	Finding Text and General Options	
	Practical activities – browse www.keycompetenceskit.com	
Unit 8	SAVING AND PRINTING	0,5h
	Saving a Web Page	
	Duplicating Web Page Items	
	Print	
	Download	
Unit 9	CREATING AN E-MAIL	0,5h
Unit 10	OUTLOOK EXPRESS	1,0h
	Using E-mail	
	Using Outlook Express	
	E-mail Help	
	Changing Screen Display	
	Message Headings	
	Practical activities - Exercises	
Unit 11	MESSAGE EDITING	0,5h
	Cut, Copy and Paste Messages	
	Cut, Copy and Paste from Word	
	Spell Checker	
	Applying a Signature	
Unit 12	SEND AND RECEIVE	0,5h
	Open and Read Messages	
	Attaching Files	
	Open and Save a File Attachment	
	Reply to, Forward Messages	
	Address Book	

	Add Sender to Address Book	
	Distribution Lists	
Unit 13	MESSAGE MANAGEMENT	0,5h
	Printing a Message	
	Deleting Messages	
	Creating Inbox folders	
	Organising Messages	
	Finding Messages	
Unit 14	READING AND USING PDF DOCUMENTS	0,5h
	What is a PDF Document?	
	What you need to read the PDF document?	
	Install the Accessible version of Adobe Acrobat Reader	
	Accessing PDF Documents	
	Exporting PDF Documents to Text	
	Printing	

Glossary:

Term

Meaning

Address Bar

Shows the address of the page currently displayed in the Browser and allows entry of a new address to be visited.

ADN

Advanced Digital Network usually refers to a 56Kbps leased-line

ADSL

Asymmetric Digital Subscriber Line

Applet

A small *Java* program that can be embedded in an HTML page.

ASCII

American Standard Code for Information Interchange

Attachment

Any file transmitted with an e-mail.

Bandwidth

How much stuff you can send through a connection.

Baud

In common usage the baud rate of a *modem* is how many *bits* it can send or receive per second.

BBS

Bulletin Board System

Browser

A program that is used to look at various kinds of Internet resources.

Byte

A set of Bits that represent a single character

Certificate Authority

An issuer of *Security Certificates* used in *SSL* connections.

Cookie	The most common meaning of "Cookie" on the Internet refers to a piece of information sent by a <i>Web Server</i> to a <i>Web Browser</i> that the Browser software is expected to save and to send back to the Server whenever the browser makes additional requests from the Server.
Cyberspace	Term originated by author William Gibson in his novel <i>Neuromancer</i> the word Cyberspace is currently used to describe the whole range of information resources available through computer networks.
Dial-up Connection	A method of connecting to the Internet that requires a modem on the computer dialling the number of a server.
Distribution List	A grouping of several mail addresses than can be accessed with a single name.
DNS	The Domain Name System is the system that translates Internet domain names into IP numbers. A "DNS Server" is a server that performs this kind of translation.
Domain Name	The unique name that identifies an Internet site
Download	Transferring data (usually a file) from another computer to the computer you are using. The opposite of <i>upload</i> .
DSL	Digitalis Subscriber Line
Email	Electronic Mail
Extranet	An <i>intranet</i> that is accessible to computers that are not physically part of a companies' own private <i>network</i> , but that is not accessible to the general public. Often an intranet will make use of a Virtual Private Network. (<i>VPN</i> .)
Favourites	A list of selected web pages that can be visited with a single mouse click.
Fire Wall	A combination of hardware and software that separates a <i>Network</i> into two or more parts for security purposes.
Folder	A method of grouping together files (and other folders).
Forward	Send a copy of an e-mail, which you have received, to another address, with an optional message of your own.
Frames	Separate areas of a single web page that each act likes individual pages.
FTP	File Transfer Protocol
GIF	A common format for image files
Gigabyte	1024 Megabytes, depending on who is measuring.

History	A list of web pages visited recently.
hit	A single request from a web <i>browser</i> for a single item from a web site.
Home Page	Originally, the <i>web</i> page that your <i>browser</i> is set to use when it starts up. The more common meaning refers to the main web page for a business, organization or person.
HTML	The coding language used to create <i>Hypertext</i> documents for use on the World Wide Web.
HTTP	HyperText Transfer Protocol
Hyperlink	Area of a page, which can be clicked to move to a different location, usually a different web page.
Hypertext	Generally, any text that contains links to other documents - words or phrases in the document that can be chosen by a reader and which cause another document to be retrieved and displayed.
Inbox	The default folder for storing all incoming e-mail messages.
Intranet	A private <i>network</i> inside a company or organization that uses the same kinds of software that you would find on the public <i>Internet</i> , but that is only for internal use. Compare with <i>extranet</i> .
IP Number	Internet Protocol Number
ISDN	Integrated Services Digital Network
ISP	Internet Service Provider
JavaScript	JavaScript is a programming language that is mostly used in web pages, usually to add features that make the web page more interactive.
JPEG	JPEG is most commonly mentioned as a format for image files.
Kilobyte	1024 bytes.
LAN	Local Area Network
Leased Line	Refers to line such as a telephone line or fibre-optic cable that is rented for exclusive 24-hour, 7-days-a-week use from your location to another location.
Link	Abbreviation for Hyperlink .
Linux	A widely used Open Source Unix-like operating system
Login	The account name used to gain access to a computer system.

Mail Rules	Definable rules on how to treat incoming e-mails depending on certain conditions.
Mailing List	A system that allows people to send e-mail to multiple addresses.
Megabyte	1024 kilobytes.
Modem	A device that connects a computer to a phone line.
Multimedia	An application or function that involves many techniques such as text, sound and video.
Navigation	Moving around between web sites or the pages within a site.
Netiquette	The etiquette on the <i>Internet</i> .
Network	Any time you connect 2 or more computers together so that they can share resources, you have a computer network.
Newsgroup	The name for Internet discussion groups..
Offline	Without having a current connection to the Internet.
Online	Having a current connection to the Internet.
Outbox	The folder for storing outgoing e-mails before they have been sent.
Page Range	The specific print pages to be included when printing out a large web page.
Password	A code used to gain access (<i>login</i>) to a locked system.
PDF	A file format designed to enable printing and viewing of documents with all their formatting (typefaces, images, layout, etc
Plug-in	A (usually small) piece of software that adds features to a larger piece of software.
PPP	Point to Point Protocol
Preview Pane	An area of the Inbox display screen where the contents of messages can be viewed without opening them.
Protocol	On the Internet "protocol" usually refers to a set of rules that define an exact format for communication between systems
Recycle Bin	An area of storage where deleted files are held temporarily before being deleted completely.
Refresh	Redisplays the most recent version of the current page.
Router	A special-purpose computer (or software package) that handles the connection between 2 or more Packet-Switched <i>networks</i> .

SDSL	Symmetric Digital Subscriber Line a version of <i>DSL</i> where the upload speeds and downloads speeds is the same.
Search Engine	A (usually web-based) system for searching the information available on the <i>Web</i> .
Sent Items	The folder for storing outgoing e-mails after they have been sent.
Server	A computer, or a software package, that provides a specific kind of service to <i>client</i> software running on other computers.
SMTP	Simple Mail Transfer Protocol
Spam	An inappropriate attempt to use a <i>mailing list</i> , or other networked communications facility as if it was a broadcast medium
Spyware	A somewhat vague term generally referring to software that is secretly installed on a users computer and that monitors use of the computer in some way without the users' knowledge.
Subfolder	A folder that is contained within another folder.
TCP/IP	Transmission Control Protocol/Internet Protocol
Trojan Horse	A computer program that is either hidden inside another program or that masquerades as something it is not in order to trick potential users into running it
Unix	A multi-user computer operating system
Upload	Transferring data (usually a file) from the computer you are using to another computer. The opposite of <i>download</i> .
URL	Uniform Resource Locator
Virus	A chunk of computer programming code that makes copies of itself without any conscious human intervention. Some viruses do more than simply replicate themselves, they might display messages, install other software or files, delete software or files, etc
VPN	Virtual Private Network
WAN	Wide Area Network
Web	World Wide Web
Web page	A document designed for viewing in a <i>web browser</i> . Typically written in <i>HTML</i> . A <i>web site</i> is made of one or more web pages.
Website	The entire collection of <i>web pages</i> and other information (such as images, sound, and video files, etc.) that are made available through what appears to users as a single web pages.

Worm

A worm is a *virus* that does not infect other programs. It makes copies of itself, and infects additional computers (typically by making use of network connections) but does not attach itself to additional programs.

WWW

World Wide Web

Reference

Acknowledgement

The screen prints in this Course Workbook are taken from Microsoft[®] Office 2000 and Microsoft[®] Windows XP.