

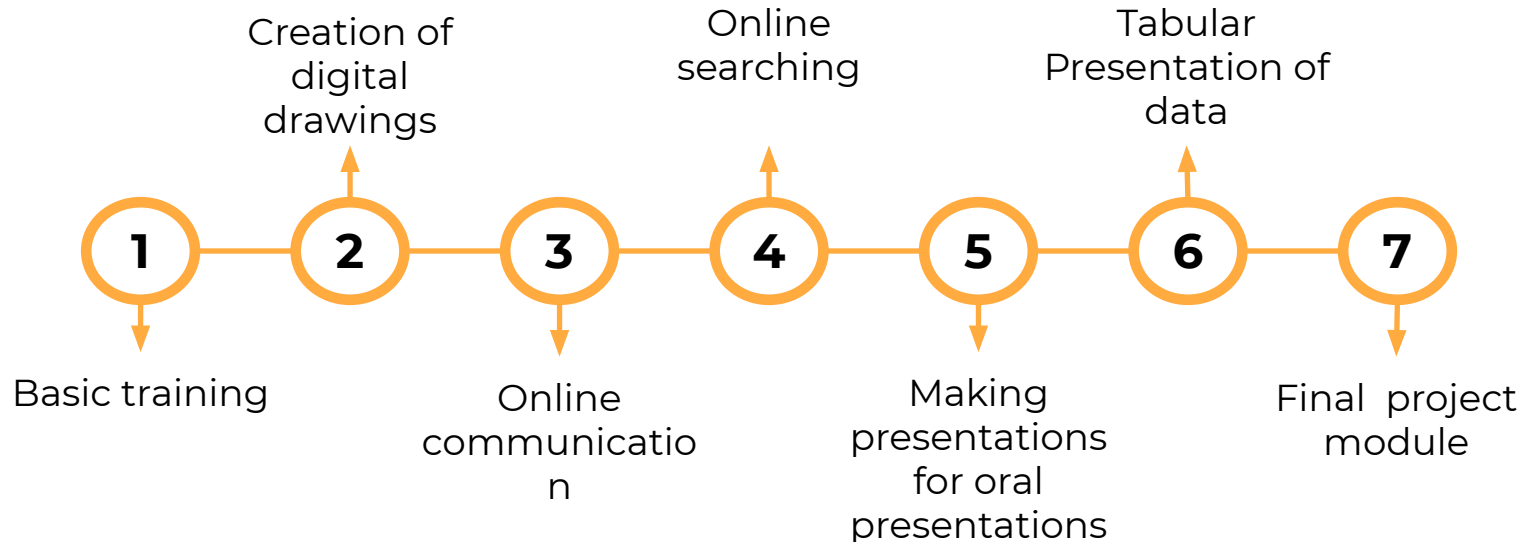
Computer literacy

content of training modules

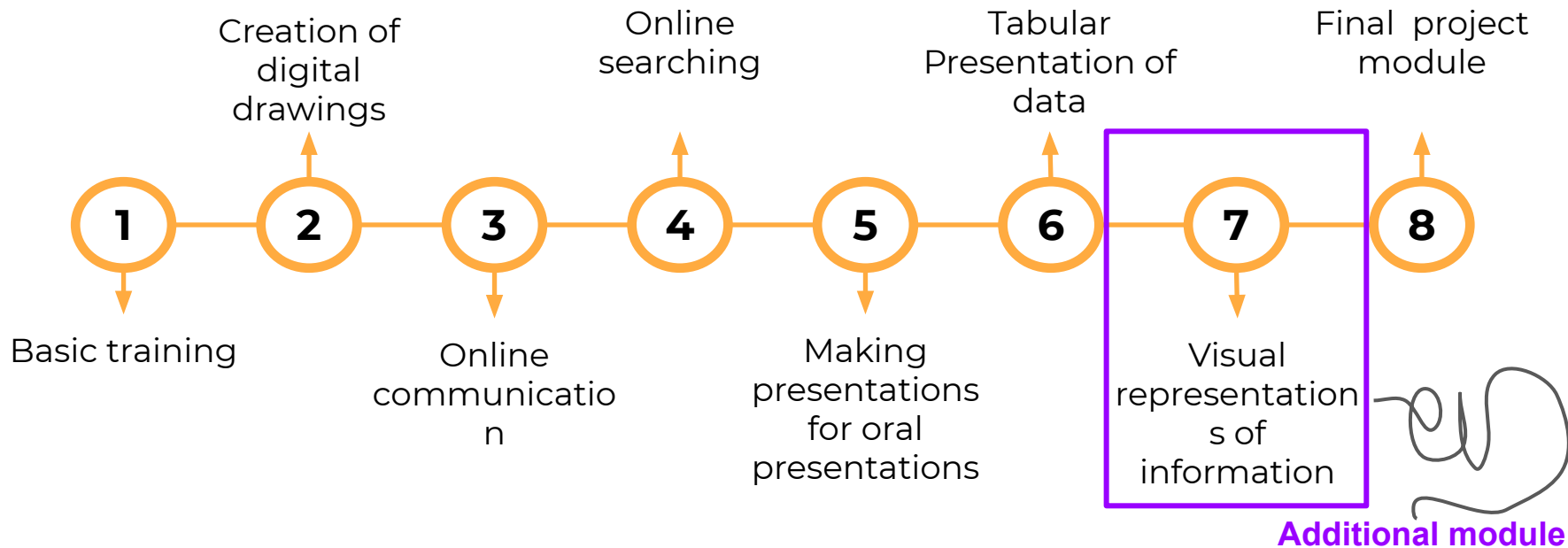


Basic Course: 7 modules (28 lessons)

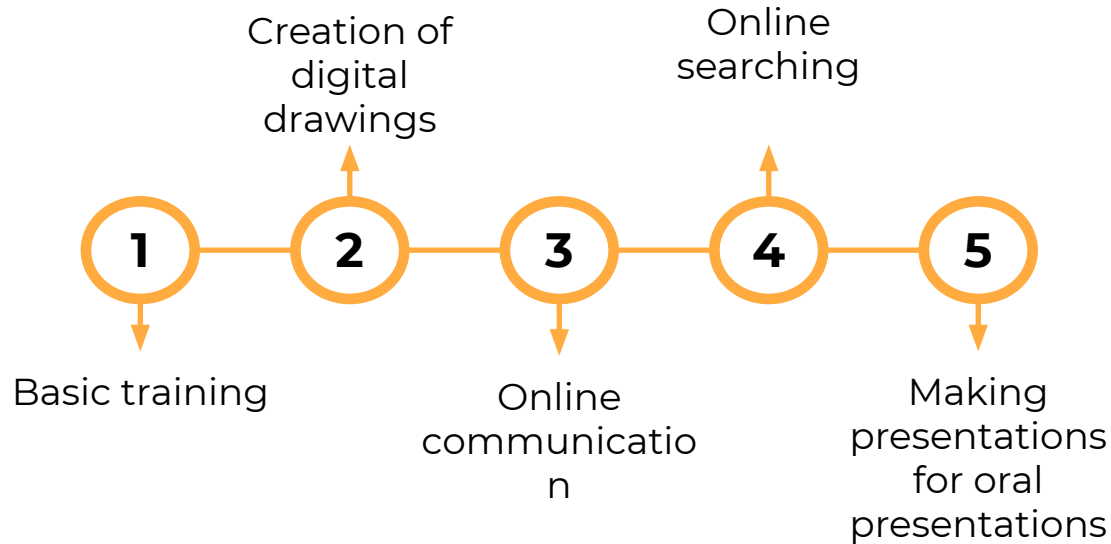
Each module contains 3 theoretical and practical lessons and 1 project lesson.



Course with additional module: 8 modules (32 lessons)



Short course: 5 modules (20 lessons)



Each lesson contains:

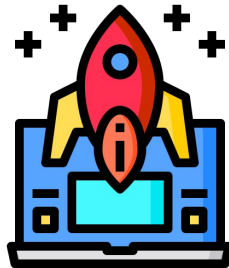
1. Development of skills for analyzing information in textual, tabular or graphic format.
2. Development of skills for working in tandem (communication and cooperation)



1 module Basic training

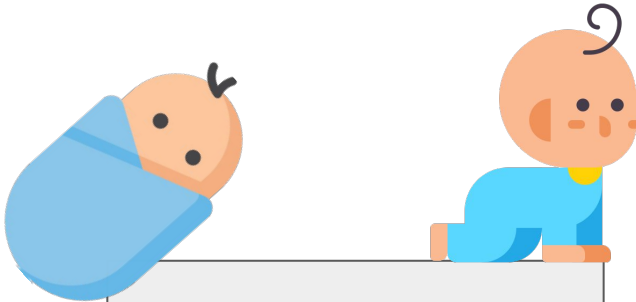
Topics of lessons:

- What information is and how a computer processes it?
- Storage of information on computer.
- Cloud storage.
- Project lesson.



Students of the course, who previously used a computer only for entertainment or did not use it at all, will learn to interact with a computer using a keyboard and mouse in order to store the different types of information: textual, numeric, graphic, audio and video.

At the end of the first month of classes:



Students who did not know how to use a computer at all before attending the course or only played and watched videos on Youtube....

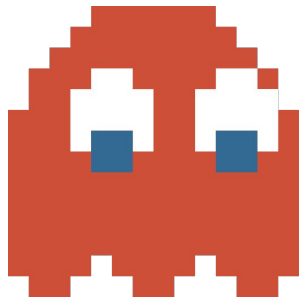
- demonstrate their skills in organizing a file tree inside their folder on a computer and in the cloud storage;
- share files by attaching or giving a link in an e-mail;
- provide access to add files to the shared cloud folder and organize shared file storage.



2 module Graphic editors

Topics of lessons:

- Meet the pixel.
- Painting program.
- Drawing program.
- Project lesson.



Students who have previously drawn on paper will learn to use painting and drawing programs to create digital drawings.

3 module Online communication

Topics of lessons:

- Personal information.
- Create own community.
- Web communication rules
- Project lesson.



Students of the course, who previously communicated with their friends only through messengers, will learn to create and customize their communities, create their own rules for communication, protect personal information, stand up to cyberbullying, and correctly exchange information via chat.

4 module Online searching

Topics of lessons:

- How information is stored on the Internet?
- How to search for information on the Internet?
- Verify the accuracy of information on the Internet
- Project lesson.

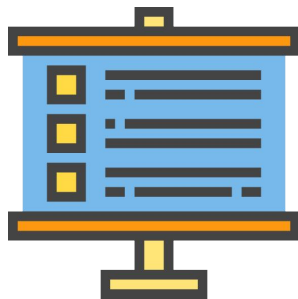


Students of the course, who previously used only a voice assistant to search for information and have typing skills in a text document, will learn how to use a search engine, state requests to search for information, verify information for accuracy, will learn how to document the information found using a text editor.

5 module Presentation builder

Topics of lessons:

- Getting acquainted with presentations.
- Learn the presentation builder capabilities for creating graphics.
- Working with slides.
- Project lesson.

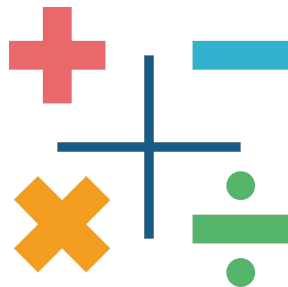


Students of the course, who have already learned how to present information in textual form, will learn how to arrange the text as a presentation and prepare oral presentations based on the prepared presentation. Provide constructive feedback.

6 module Table editor

Topics of lessons:

- Tabulation
- Getting acquainted with the table editor
- Solving mathematical problems using the table editor.
- Project lesson.



Students of the course, who already know how to work with textual information, will learn how to document it in tabular form, use tables in a text document and in presentations, and learn to use a table editor to solve mathematical problems.

7 module Visual representations of information

Topics of lessons:

- Getting acquainted with Canva.
- Move from tables to graphical presentation of information.
- Move from textual information to graphics.
- Project lesson.



Students of the course, who already know how to work with graphic, text and table editors, as well as presentation builder, will learn how to present textual and tabular information in the form of information graphics.

8 module Final project module

Topics of lessons:

- Practical Wow lesson.
- Final project part 1.
- Final project part 2.
- Final exam



Students of the course who have learned to present information in textual, tabular and graphic format, who are able to use graphic, text, table editors and presentation builder, demonstrate the skills and knowledge gained during the course.