



inDigital: Inclusive digital competence training for labour market risk groups

Curricula for training in digital competences

“Information, data literacy and digital content creation”



**Co-funded by
the European Union**

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PROJECT INFORMATION

Project acronym: inDigital

Project title: Inclusive digital competence training for labour market risk groups

Project number: 2022-1-BG01-KA210-VET-000084442

Sub-programme or KA: KA210-VET - Small-scale partnerships in vocational education and training



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1. Description of the training curricula

The training program aims to support the mastery of basic knowledge, skills, and attitudes for the use of digital technologies and the construction of basic digital competences and their application in the subject areas of digital information and data literacy and digital content creation.

The topics and expected results set in the training program correspond to the objectives set for levels 1-2 of the European Digital Competence Framework. The learning content for the basic level of general digital skills is divided into 2 modules which correspond to two competence areas in the European Digital Competence Framework DigComp2.1. Each module contains as many learning units (topics) and with the same names as there are concrete one's competences in the relevant area of competence covered in the given module.

The training curriculum encompasses two main modules:

- Module 1 - Information and Data Literacy
- Module 2 – Digital Content Creation

The total number of teaching hours for the basic level of general digital skills is 60 teaching hours.

This training is designed for low-skilled trainees, those who do not have any or have some digital skills.



2. Module 1 “Information and Data Literacy”

| | TOPICS AND CONTENT | EXEMPLARY SOFTWARE PROGRAMS | HRS. |
|----------|---|---|-----------|
| 1 | TOPIC 1: Browsing, searching, and filtering data, information, and digital content. | | 10 |
| 1.1. | Lecture: Introduction to the basic concepts related to the subject of digital literacy. | Google Chrome, Mozilla Firefox, Microsoft Edge, Opera, Safari | 2 |
| 1.2. | Lecture: Basic concepts related to the topic - Internet, program for viewing a website (browser), searching the Internet (search engines). | Google Chrome, Mozilla Firefox, Microsoft Edge, Opera | 2 |
| 1.3. | Lecture: Improving search results by using a search engine. | | 2 |
| 1.4. | Lecture: Factors that influence a search results. | Facebook, Twitter, Instagram | 2 |
| 1.5. | Practical task: searching and presenting information in the digital space – info about the city of Sozopol + official site of the Municipality of Sozopol. Describe why the information can be trusted. <i>Summary of the topic.</i> | | 2 |
| 2 | TOPIC 2: Evaluating data, information, and digital content. | | 10 |
| 2.1. | Lecture: Types of information and content. | Web address, hyperlink, information sources | 2 |
| 2.2. | Lecture: Information literacy and fake news. | | 2 |
| 2.3. | Lecture: Misinformation and disinformation. | | 2 |



| | | | |
|----------|--|---|-----------|
| 2.4. | Practical task: Fake News Quiz / Doubt it or trust it? <i>Summary of the topic.</i> | | 2 |
| 3 | TOPIC 3: Managing data, information, and digital content. | | 10 |
| 3.1. | Lecture: Digital devices and information management. | | 2 |
| 3.2. | Lecture: Organize, store, and retrieve data, information, and content in digital environments. | file system file folders basic actions for organization of files and folders | 2 |
| 3.3. | Lecture: Cloud technologies - what are they and what are they used for. | Google drive, Google workplace | 2 |
| 3.4. | Lecture: Tools for organizing work in a digital environment - Google drive, Google Workplace. | Google drive, Google workplace | 2 |
| 3.5. | Practical task: creating a shared space in Google Drive. <i>Summary of the topic.</i> | | 2 |



3. Module 2 “Digital Content Creation”

| | TOPICS AND CONTENT | EXEMPLARY SOFTWARE PROGRAMS | HRS. |
|----------|---|---|-----------|
| 1 | TOPIC 1: Developing digital content. | | 15 |
| 1.1. | Lecture: Creating and editing digital content in different format, expressing oneself through digital meaning. MS Office. Exercise. | (MS Office/ Open Office/ Google Docs/ others) | 2 |
| 1.2. | Lecture: MS Office/Google Docs - principles of working and creating content with word processors (basic level). <i>Exercise:</i> Editing text in MS Word. | (MS Office/ Open Office/ Google Docs/ others) | 4 |
| 1.3. | Lecture: MS Office/Google Docs - principles of working and creating content with spreadsheets (basic level). <i>Exercise:</i> Creating data spreadsheet and implementing simple tasks with formulas. | (MS Office/ Open Office/ Google Docs/ others) | 4 |
| 1.4. | Lecture: MS Office/Google Docs - principles of working and creating content with presentation software (basic level). <i>Exercise:</i> Make a presentation – write a poster with info and image/s. | (MS Office/ Open Office/ Google Docs/ others) | 4 |
| 1.5. | <i>Summary of the topic.</i> | (MS Office/ Open Office/ Google Docs/ others) | 1 |
| 2 | TOPIC 2: Integrating and re-elaborating digital content | | 12 |
| 2.1. | Practical task: create, format, and edit documents in ready-made templates (resume). | | 2 |
| 2.2. | Practical task: create, format, and edit letters in a template (business letter). | | 3 |



| | | |
|-------------------------------------|--|-----------|
| 2.3. | Practical task: Use of templates related to the labour market (advertisements, business cards, etc.). | 3 |
| 2.4. | Practical task: Create presentations using MS PowerPoint/ Google slides. | 3 |
| 2.5. | <i>Summary of the topic.</i> | 1 |
| 3 | TOPIC 3: Copyright and licences | 3 |
| 3.1. | Lecture: Basic rules for the protection of copyrights on the Internet, licenses for the use of software and digital content - good and bad practices, legal framework, and digital crimes. | 1 |
| 3.2. | Lecture: free use licenses (Creative Commons) | 1 |
| 3.3. | Lecture: Citing sources on the Internet. <i>Summary of the topic.</i> | 1 |
| Total hours for the program: | | 60 |

