



inDigital: Inclusive digital competence training for labour market risk groups

**Curricula for training in digital competences**

**“Communication and collaboration and digital safety”**



**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 communication and collaboration and digital safety.

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 – Communication and Collaboration
- Module 2 – Digital Safety

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 “Communication and Collaboration”

	TOPICS AND CONTENT	EXEMPLARY SOFTWARE PROGRAMS	HRS.
<b>1</b>	<b>TOPIC 1: Social Media &amp; Online Communication</b>		<b>10</b>
1.1.	<i>Lecture:</i> Social media and online communication – use and applications.		2
1.2.	<i>Lecture:</i> Effective use of communication application – Facebook <i>Exercise.</i>	Facebook	2
1.3.	<i>Lecture:</i> Effective use of communication application – Messenger <i>Exercise.</i>	Messenger	2
1.4.	<i>Lecture:</i> Effective use of communication application – WhatsApp <i>Exercise.</i>	WhatsApp	2
1.5.	<i>Lecture:</i> Effective use of communication application – LinkedIn <i>Exercise.</i> <i>Summary of the topic.</i>	LinkedIn	2
<b>2</b>	<b>TOPIC 2: E-mail</b>		<b>10</b>
2.1.	<i>Lecture:</i> E-mail communication – creatin account, use of e-mail – operations.	Gmail	2
2.2.	<i>Exercise:</i> Creating and login into the e-mail account	Gmail	2
2.3.	<i>Exercise:</i> Sending e-mails.	Gmail	2



2.4.	<i>Exercise:</i> Attaching documents.	Gmail	2
2.5.	<i>Exercise:</i> Creating folders. <i>Summary of the topic.</i>	Gmail	2
<b>3</b>	<b>TOPIC 3: Google Drive</b>		<b>24</b>
3.1.	<i>Lecture:</i> Understand the main terms of ‘Online file storage’, ‘Google Drive’.	Google Drive	4
3.2.	<i>Lecture:</i> Understand the main features of ‘Google Drive’ and Google applications. <i>Exercise.</i>	Google Drive	4
3.3.	<i>Lecture:</i> Google Docs (word processing). <i>Exercise.</i>	G-Suite	4
3.4.	<i>Lecture:</i> Google Sheets (spreadsheet). <i>Exercise.</i>	G-Suite	4
3.5.	<i>Lecture:</i> Google Slides (presentation). <i>Exercise.</i>	G-Suite	4
3.6.	<i>Lecture:</i> Google Forms (evaluation form, survey/questionnaire). <i>Exercise.</i> <i>Summary of the topic.</i>	G-Suite	4



### 3. Module 2 “Digital Safety”

	TOPICS AND CONTENT	EXEMPLARY SOFTWARE PROGRAMS	HRS.
<b>1</b>	<b>TOPIC 1: Risks.</b>		<b>6</b>
1.1.	<i>Lecture:</i> Potential risks and threats to digital devices and software programs.		2
1.2.	<i>Lecture:</i> Methods for protecting devices and electronic information.		2
1.3.	<i>Practical task:</i> <i>Summary of the topic.</i>		2
<b>2</b>	<b>TOPIC 2: Measures.</b>		<b>6</b>
2.1.	<i>Lecture:</i> Basic protection of electronic devices by installing and maintaining updated versions of programs.		2
2.2.	<i>Lecture:</i> Installing and updating antivirus software, firewalls, password policies, and more.		2
2.3.	<i>Lecture:</i> Personal data, recognition of potential risks and threats, basic concepts of GDPR and rules for protection and management of personal data.		1
2.4.	<i>Practical task:</i> <i>Summary of the topic.</i>		1
<b>3</b>	<b>TOPIC 3: Netiquette.</b>		<b>4</b>
3.1.	<i>Lecture:</i> What is “netiquette” – how to behave online.		2



	Rules of etiquette that apply when communicating over the Internet or social networks.	
3.2.	<i>Practical task:</i> <i>Summary of the topic.</i>	2
		<b><u>Total hours for the program:</u></b> 60

