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**THE PROJECT "E-QUALITY - DIGITAL EDUCATION FOR SOCIAL AND
FINANCIAL INCLUSION AND GENDER EQUALITY"**

**NAME OF THE MODULE:
DIGITAL LITERACY MODULE. LEVEL 1
(Basic digital literacy)**

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1. Introduction

The present module description was made on the information from following sources: (i) the introductory and information meetings with the stakeholders (TG1, T2, T3, TG-4 and TG-5); (ii) the results from the nationwide questionnaire survey, which was carried out with a specific focus also on the three regions of the Project, namely the Issyk-kul region, the Naryn region and the Osh region of Kyrgyzstan; and (iii) the results and exchange of inter-institutional experience during the Study Tour of the representatives of the Kyrgyz educational institutions in Bulgaria within the period of 15th of July to the 24th of July 2022.

2. Module structure

1. Name of the Module:	Digital literacy (level 1, Basic digital literacy)
2. Applicable NQF and EQF level::	2 NQF/2 EQF
3. Terms of access (previous education requirements, if any):	Primary general education.
4. Professional activities covered:	All spheres of life and main professional activity
Learning outcomes:	
Unit of Learning Outcome No.1: Capable of performing the simplest operations with IT devices	
Knowledge	K1: Knows the purpose of various IT devices; K2: Understands the differences between different IT devices (computer – laptop, smartphone – tablet, etc.); K3: Has an idea of the structure of information storage.
Skills:	S1: Connects a computer/laptop; S2: Is able to shut down the computer/laptop correctly; S3: Searches for the necessary files on the computer.
Competences:	C1: Is able to organize work at the computer; C2: Selects the way to search for documents on the computer.
Attitude: (optional)	A1: Understands the danger of transferring your personal IT devices to others; A2: Strives for optimal organization of information storage on an IT device; A3: Takes care of IT devices.



Unit of Learning Outcome No.2: Is able to carry out operations on the Internet (search, communication in social networks and by e-mail)	
Knowledge	<p>K4: Has an idea about the device and operation of the Internet;</p> <p>K5: Understands the difference between a website, a page and a portal;</p> <p>K6: Knows what email is;</p> <p>K7: Has an idea about the organization of social networks;</p> <p>K8: Lists typical features of modern social networks;</p> <p>K9: Explains the difference between social network and email communication.</p>
Skills:	<p>S4: Searches for information on the Internet using a search engine;</p> <p>S5: Registers an e-mail box;</p> <p>S6: Receives and sends text messages by email;</p> <p>S7: Creates social media profiles;</p> <p>S8: Writes comments on publications on social networks.</p> <p>S9: Creates and publishes content on social networks.</p>
Competences:	<p>C3: Formulates search queries for the most accurate search of the necessary information.</p> <p>C4: Selects the content and the most convenient communication channel on the Internet.</p> <p>C5: Decides on the choice/change of provider and/or method of communication on the Internet to increase mobility and work efficiency.</p>
Attitude: (optional)	<p>A4: Understands the danger of clicking on unknown links and opening sites with suspicious content (counterfeit videos, unofficial keys to licensed programs, adult content);</p> <p>A5: Observes the rules of communication culture on the Internet.</p>
Unit of Learning Outcome No.3: Able to create, edit documents	
Knowledge	<p>K10: Knows the differences between a text document, spreadsheet, and presentation;</p> <p>K11: Knows the procedure for creating documents (text documents, spreadsheets and presentations);</p> <p>K12: Lists the parameters of fonts, paragraphs and styles;</p> <p>K13: Has an idea of the components of the presentation design.</p>
Skills:	<p>S10: Creates a text document with graphics and tables;</p> <p>S11: Creates presentations using embedded design;</p> <p>S12: Creates, designs and edits spreadsheets;</p> <p>S13: Performs calculations in spreadsheets.</p>
Competences:	<p>C6: Selects the software and the way to create documents;</p> <p>C7: Decides on the way to present a text document;</p> <p>C8: Selects tools for creating visual presentations;</p> <p>C9: Selects the content and style of presentation of information in documents, presentations and tables.</p>
Attitude: (optional)	<p>A6: Selects the tools for optimal document creation.</p>



3. Topics covered by the module: Basic digital literacy

Topic 1: Technology of working with technical means

- What is a computer and how to work in it?
- Search for documents

Topic 2: Internet literacy

- What is the Internet and how to work in it?
- Internet search
- Working with email
- Social networks
- Communication and publications on the Internet

Topic 3: Working with text editors

- Creating MS Word
- Saving MS Word
- Document editing. Fonts and Paragraphs

Topic 4: Your first presentation

- Creating a presentation
- Save the presentation
- Working in a presentation with text
- Adding drawings and other objects to slides. The concept of the slide theme
- Preparation for the show from different slides

Topic 5: Basics of working with spreadsheets

- Microsoft Excel Interface
- Saving a Microsoft Excel spreadsheet
- Data entry and editing

4. List of educational digital tools:

(Video lessons, tests and etc. available and developed for the Module)

- What is a computer and how to work in it
- Search for documents

Test 1.

- What is the Internet and how to work in it?
- Internet search



- Working with email
- Social networks
- Communication and publications on the Internet

Assignment 2.

Test 2.

- Creating MS Word
- Saving MS Word
- Document editing. Fonts and Paragraphs

Assignment 3.

Test 3.

- Creating a presentation
- Save the presentation
- Working in a presentation with text
- Adding drawings and other objects to slides. The concept of the slide theme
- Preparation for the show from different slides

Assignment 4.

Test 4.

- Microsoft Excel Interface
- Saving a Microsoft Excel spreadsheet

Assignment 5.

Тест 5.

5. References (Information Sources):

1. <https://europa.eu/europass/en/description-eight-efl-levels>
2. <https://www.gov.kg/ru/npa/s/2709>
3. <https://skillbox.kg>
4. <https://www.coursera.org>
5. <https://intuit.ru>
6. <https://stepik.org>
7. <https://openedu.ru>
8. <https://www.youtube.com>



6. Logical cross-reference matrix

Topics	LU1		LU2			LU3			
	Competences		Competences			Competences			
	C1	C2	C3	C4	C5	C6	C7	C8	C9
Technology of working with technical means	X	X	X						
Internet literacy	X		X	X	X				
Working with text editors						X	X		X
Your first presentation						X		X	X
Basics of working with spreadsheets						X			X

7. Examination methodology

The exam is the final stage of studying the discipline. It consists of a theoretical test and a practical task for testing the practical application of the acquired knowledge, skills, and abilities.