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

**NAME OF THE MODULE:**

**DIGITAL LITERACY MODULE. LEVEL 2**

**(Computer Skills for Office Work)**

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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 regiodn, 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. Structure of the module

| 1. Name of module: | Digital Literacy (Level 2, Computer Skills for Office Work) |
|---|---|
| 2. Applicable NQF and EQF levels: | 3HPK/3 EQF |
| 3. Prerequisites (education requirements, if any): | Basic general education |
| 4. Area of professional activity: | All areas of life and main professional activities |
| **Learning outcomes:** | |
| **Unit of Learning Outcome No.1: Able to work on a computer, observing internet hygiene and using anti-virus software** | |
| Knowledge: | K1: Has an understanding of Internet hygiene; <br> K2: Understands the need to use anti-virus software; <br> K3: Lists the means to counteract security threats. |
| Skills: | S1: Capable of working privately on the internet; <br> S2: Uses anti-virus software; <br> S3: Preserves his/her personal data and information by means of procedures, technologies and software. |
| Competences: | C1: Chooses antivirus software to keep computers safe. <br> C2: Decides on different ways and procedures for saving personal data and information. |
| Attitude: <br> (optional) | A1: Understands the dangers of clicking on unfamiliar links and opening sites with suspicious content (counterfeit videos, unofficial keys to licensed software, adult content); <br> A2: Is careful and respectful of his/her personal data; <br> A3: Maintains online hygiene when surfing the Internet. |

| **Unit of Learning Outcome No.2: Saves information and shares files through online services** | |
|---|---|
| **Knowledge:** | K4: Explains the purpose of file-sharing and cloud storage;<br>K5: Has an understanding of services that provide the user with space for their files;<br>K6: Lists modern online sharing and storage platforms<br>K7: Knows the online services for voice and text messaging via phone and computer. |
| **Skills:** | S4: Able to upload their files to cloud storage and file sharing sites;<br>S5: Able to create and share links to their files;<br>S6: Uses web versions of popular messengers to exchange voice text messages. |
| **Competences:** | C3: Chooses how and where to store their files.<br>C4: Decides whether to use messenger on the phone and/or computer. |
| **Attitude:**<br><br>**(optional)** | A4: Understands the benefits of using online services to store and share information;<br>A5: Recognises the need to respect copyright;<br>A6: Comply with generally accepted norms and rules of communication. |
| **Unit of Learning Outcome No.3: Able to create, edit documents** | |
| **Knowledge** | K8: Understands the difference between offline and online work;<br>K9: Lists programs and online sites for creating and processing documents, presentations and spreadsheets;<br>K10: Knows how to create documents (word documents, spreadsheets and presentations);<br>K11: Explains the order of calculations, including the use of embedded spreadsheet functions;<br>K12: Interprets data presented graphically. |
| **Skills:** | S7: Creates a text document with graphics and tables;<br>S8: Creates large documents using page numbering, hyperlinks, footnotes, embedded table of contents;<br>S9: Can work with online documents, spreadsheets and presentations;<br>S10: Animates slide elements and slide transitions in presentations;<br>S11: Inserts tables and charts into the presentation;<br>S12: Prepares handouts based on the presentation;<br>S13: Creates, designs and edits spreadsheets;<br>S14: Performs calculations in spreadsheets;<br>S15: Displays spreadsheet data graphically. |
| **Competences:** | C5: Decides on the creation and form of handouts;<br>C6: Chooses the content and style of presentation of information in documents, presentations and spreadsheets;<br>C7: Choices how to make calculations in spreadsheets;<br>C8: Suggests a form of graphical representation of spreadsheet data. |

| Attitude:<br>(optional) | A7: Adheres to the rules and procedures for collaborative document management;<br>A8: Selects the style of graphical display of data, emphasising the necessary parameters. |
|---|---|
| **Unit of Learning Outcome No.4: Using online whiteboards** ||
| Knowledge | K13: Lists the online whiteboards with real-time collaborative capabilities;<br>K14: Explains the features of working with interactive online whiteboards;<br>K15: Understands the differences and peculiarities of working with interactive online whiteboards;<br>K16: Knows how to use virtual online whiteboards. |
| Skills: | S16: Is able to use built-in whiteboard templates in his/her work;<br>S17: Saves and shares the results of their work in different formats;<br>S18: Is able to create canvases for collaborative online work by individual groups. |
| Competences: | C9: Chooses an interactive online whiteboard to work on;<br>C10: Decides how to present information on the interactive whiteboard canvases;<br>C11: Decides how to access online materials. |
| Attitude:<br>(optional) | A9: Chooses the best design for the interactive whiteboard canvas;<br>A10: Understands the need to respect copyrights when creating content. |

## 3. Topics covered by the module: Computer skills for office work

**Topic 1: Computer security.**

- Ensuring the security of information and personal data. Internet privacy.

- Antivirus software.

- Computer-related offences.

**Topic 2: Use of file-sharing and cloud services.**

- Overview of storage, sharing and file-sharing services.

- Photo and file storage services.

- Voice and text messaging services.

**Topic 3: Working with text editors**

- Text formatting. Lists.

- Styles and themes.

- Work with tables.

- Graphical options.

- Preparing to print and printing a document.

- Work with Google Docs.

**Topic 4:** Content visualisation and gamification resources

- Adding tables and diagrams to your presentation

- Animating objects

- Adding sound effects to your presentation

- Adding a video clip and playing it back

- Create hyperlinks and buttons

- Print your presentation

- Review of presentation creation tools

- Working with Google Presentations Canva

- Prezi

- Powtoon.

**Topic 5: Working with spreadsheets**

- Using the Microsoft Excel function wizard

- Working with data

- Working with diagrams

- Print documents

- Reviewing and protecting documents

- Basics of Google Spreadsheets

- Editing and formatting data and tables

- Creating formulas and using built-in functions

- Chart types in Google Spreadsheets

- Print or share Google Spreadsheets.

**Topic 6: Interactive online whiteboards**

- Overview of interactive online whiteboards

- Miro

- Padlet.com

**4. List of educational digital tools:**

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

- Ensuring the security of information and personal data. Internet privacy.

- Antivirus software.

- Computer-related offences.

Test 1.

- Overview of storage, sharing and file-sharing services

- Photo and file storage

- Voice and text messaging services.

Test 2.

- Text formatting. Lists

- Styles and themes

- Works with Tables

- Graphic options

- Document preparation and printing

- Working with Google Docs.

Test 3.

- Adding tables and diagrams to your presentation

- Animating objects

- Adding sound effects to your presentation

- Adding a video clip and playing it back

- Create hyperlinks and buttons

- Print your presentation

- Review of presentation creation tools

- Working with Google Presentations

- Canva

- Prezi

- Powtoon.

Assignment 4.

Test 4.

- Using the Microsoft Excel function wizard

- Working with data

- Working with diagrams

- Print documents

- Reviewing and protecting documents

- - Basics of Google Spreadsheets

- Editing and formatting data and tables

- Creating formulas and using built-in functions

- Chart types in Google Spreadsheets

- Print or share Google Spreadsheets.

Assignment 5.

Test 5.

- Overview of interactive online whiteboards

- Miro

- Padlet.com

## 5. References (Information Sources):

1. https://europa.eu/europass/en/description-eight-eqf-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
9. https://prezi.com
10. https://www.canva.com
11. https://www.powtoon.com

## 6. Logical cross-reference matrix

| Topics | LU1 | | LU2 | | LU3 | | | | LU4 | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | Competences | | Competences | | Competences | | | | Competences | | |
| | C1 | C2 | C3 | C4 | C5 | C6 | C7 | C8 | C9 | C10 | C11 |
| **Computer security** | X | X | | | | | | | | | |
| **Using file-sharing and cloud-based services** | | | X | X | | | | | | | |
| **Working with text editors** | | | X | | X | X | | | | | |
| **Content visualisation and gamification resources** | | | X | | X | X | | X | | | |
| **Working with spreadsheets** | | | X | | X | X | X | X | | | |

| Interactive online whiteboards | | | | | X | | | | X | 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.