

## All4Inclusion - Educational Pack

### Module Framework

General objectives:

- Support for adult education teachers working with seniors in implementing virtual formats or semi-virtual formats into their courses
- Promoting social integration of participants through collaborative activities
- Promoting digital skills of participants

Modules	1. Identify Hardware and Basic Functions	2. Basic Software	3. Communication and collaboration	4. Online payments / purchases and Online Entrepreneurship	5. Digital Citizenship	6. Smartphones/Android Tablets
<b>Topics, Activities, Learning Outcomes</b>	<ul style="list-style-type: none"> <li>• Learn how to operate a computer (basic hardware and software)</li> <li>• Learn how to use a smartphone, a tablet</li> <li>• Turn on/off my device</li> <li>• Learn how to connect to the Internet using WIFI or Ethernet</li> <li>• Learn how Search engines work</li> <li>• How to search online (keywords)</li> <li>• How to save a file or a webpage</li> </ul>	<ul style="list-style-type: none"> <li>• Learn how to use MS Word/Google docs</li> <li>• Learn how to use Excel / Google spreadsheets</li> <li>• Learn how to use PPT- Google Slides</li> </ul>	<ul style="list-style-type: none"> <li>• Email: Gmail</li> <li>• Social Media: Facebook</li> <li>• Digital communication tools: Skype, Zoom, Google Calendar</li> </ul>	<ul style="list-style-type: none"> <li>• Types of e-commerce</li> <li>• e-Commerce lifecycle (Ordering, Payment, Delivery, Communication, Overall Service, and Promotion)</li> <li>• Paying bills online (e-services)</li> <li>• Online shopping</li> <li>• Buying and selling goods online</li> <li>• Online entrepreneurship</li> </ul>	<ul style="list-style-type: none"> <li>• Digital Rights and Responsibilities</li> <li>• Digital Law</li> <li>• Digital Etiquette</li> <li>• Digital Safety and Security</li> <li>• Political participation online</li> </ul>	<ul style="list-style-type: none"> <li>• Basic information about smartphones/android system/tablets</li> <li>• Setting up smartphones/tablets (font size, volume etc.)</li> <li>• Downloading applications useful for seniors</li> <li>• Network security, how to protect data on the device</li> <li>• Possibilities of smartphone/tablet (</li> <li>• Surfing on the internet on tablet/smartphone</li> <li>• network security systems which can be used by seniors</li> <li>• Send messages, MMS</li> <li>• Download and use of application</li> </ul>