EASY DIGITAL
A C C E S S P L U S

TRAINING ITINERARY FOR EASY DIGITAL ACCESS

This document outlines essential aspects of the training program for Easy Inclusive Access to Education in the Digital Environment

Easy Digital Access+
Itinerary to Easy Inclusive Access to Education
in the Digital Environment
Project number 2022-1-ES01-KA210-ADU-000082559

Co-funded by
the European Union

Table of Contents

Easy Digital Access+
Itinerary to Easy Inclusive Access to Education
in the Digital Environment
Project number 2022-1-ES01-KA210-ADU-000082559

**Co-funded by
the European Union**

Training Itinerary for Easy Digital Access

Introduction

This document outlines essential aspects of the training program for Easy Inclusive Access to Education in the Digital Environment https://edaplus.eu/ , including:

- **Competencies**: Skills participants will develop.
- **Content**: Topics covered in the training.
- **Timing**: Recommended duration for each section.
- **Learning Outcomes**: Measurable achievements participants can expect.

Target Audience:

- Long-term unemployed individuals with limited digital skills
- Adults struggling with digital literacy
- Seniors
- Early school leavers (young undergraduates)
- Immigrants and/or ethnic minorities

The itinerary provides a basic framework for teachers to design individual courses. Instructors have the freedom to adapt the program to specific student needs and local contexts.

Easy Digital Access+
Itinerary to Easy Inclusive Access to Education
in the Digital Environment
Project number 2022-1-ES01-KA210-ADU-000082559

**Co-funded by
the European Union**

Overall Training Methodology

Training Approach

The training program should be designed with a strong pedagogical foundation that accommodates learners with significant digital literacy challenges. The initial approach should be inclusive, considering the potential difficulties learners may encounter in traditional training environments.

Adaptability and Transferability

The training should be adaptable to the specific idiosyncrasies, cultural contexts, and legal frameworks of each participating country. While maintaining a focus on common general issues to facilitate transferability across the EU, the program should be tailored to address the unique needs and challenges of learners in each region.

Transversal Themes

All training activities should incorporate transversal themes focused on environmental improvement, inclusion, equality, and European citizenship. These themes should be integrated into the training itinerary, ensuring that learners are equipped with the knowledge and skills to contribute to a more sustainable and equitable future.

Key Considerations

- Learner-Centered Approach: Prioritize the learner's needs and experiences throughout the training.
- Inclusive Pedagogy: Employ instructional strategies that cater to diverse learning styles and abilities.
- Cultural Sensitivity: Respect and incorporate cultural nuances and perspectives.
- Real-World Applications: Connect training content to practical, everyday scenarios.
- Assessment and Feedback: Regularly assess learner progress and provide constructive feedback.

By adhering to these principles, the training program can effectively equip learners with the digital skills and knowledge necessary to thrive in today's digital age while promoting positive social and environmental outcomes.

Easy Digital Access+
Itinerary to Easy Inclusive Access to Education
in the Digital Environment
Project number 2022-1-ES01-KA210-ADU-000082559

**Co-funded by
the European Union**

Core Training Areas

Digital Fundamentals:

- Basic computer operations and terminology
- Internet navigation and usage
- Understanding digital environments and online platforms

E-Learning Tools and Platforms:

- Familiarity with online learning tools and platforms
- Effective use of digital resources for education and training

Digital Identity and Transactions:

- Understanding digital identifiers and electronic signatures
- Secure online communication and information exchange
- Electronic submission of requests and applications to administrative entities

Digital Citizenship and Sustainability:

- Environmental awareness and digital responsibility
- Promoting equality and active European citizenship through digital tools
- Ethical considerations in digital interactions

To ensure maximum effectiveness and relevance, the training program should be adapted to the specific circumstances of each country. This involves:

- **Cultural Sensitivity**: Considering cultural norms, values, and communication styles to create a culturally appropriate learning environment.
- **Language Accessibility**: Providing training materials and instruction in the local language or with appropriate language support.
- **Economic Realities**: Addressing the economic context of the country, including factors like income levels, job market trends, and digital infrastructure.
- **Legal and Regulatory Framework**: Ensuring compliance with local laws and regulations related to data privacy, intellectual property, and online activities.
- **Educational Systems**: Aligning the training program with the existing educational system and standards to facilitate integration and recognition.

General ideas for Country-Specific Training:

Digital Fundamentals:

- Tailored training on local computing environments, internet access, and digital tools.
- Practical examples and hands-on exercises related to the specific country's digital landscape.

Distance Learning:

- Customized training on online training tools and platforms relevant to the country.
- Conducting training needs assessments for learners.

Easy Digital Access+
Itinerary to Easy Inclusive Access to Education
in the Digital Environment
Project number 2022-1-ES01-KA210-ADU-000082559

**Co-funded by
the European Union**

- Assisting learners in enrolling in appropriate online courses.

Digital Citizenship and Sustainability:

- Guidance on obtaining digital identifiers, using electronic signatures, and conducting online transactions with administrative entities.
- Support in navigating local procedures and accessing specific grants or subsidies.

Digital Health:

- Explore the use of digital tools and technologies to improve healthcare delivery and access.

Smart Devices:

- Introduction to Smart Devices, Smart Home Automation

Transversal Themes:

- Country-specific examples and applications of transversal themes like environmental sustainability, equality, and European citizenship in the digital context.

User Group Selection

Target Audience:

- Digitally Underserved Populations: Individuals with limited or no digital skills, including:
- Long-term unemployed
- Adults struggling with digital literacy
- Seniors
- Early school leavers
- Immigrants and/or ethnic minorities

Selection Criteria:

To ensure inclusivity and equality, participants should:

- Have minimal digital literacy: Demonstrate little to no independent ability to use technology in the areas to be covered in the training.
- Belong to a marginalized group: Identify with one or more of the defined socially excluded target groups.
- Face barriers to participation: Experience challenges in accessing information about the training or overcoming obstacles to enrollment.
- Be selected without discrimination: Be chosen regardless of race, ethnicity, nationality, sex, sexual orientation, age, disability, religion, belief, or opinions.

Note: These criteria aim to prioritize individuals who would benefit most from the training and who may face additional challenges in accessing digital opportunities.

Easy Digital Access+

Itinerary to Easy Inclusive Access to Education
in the Digital Environment

Project number 2022-1-ES01-KA210-ADU-000082559

Co-funded by
the European Union

Specific selection criteria:

No.	Criteria	Points awarded
1.	**LEVEL OF EDUCATION**	**TOTAL 1:**
a)	ISCED 1	10
b)	ISCED 2	5
b)	ISCED 3 - 4	1
2.	**SOCIAL STATUS**	**TOTAL 2:**
a)	employed	0
b)	self-employed	0
c)	long-term unemployed (more than 12 months)	10
d)	short-term unemployed (up to 12 months)	5
e)	on parental leave	5
f)	retired	10
g)	pupil/student	1
h)	partial health or mental disability (to such extent that still allows the person to participate)	10
i)	ethnic minority/migrant background	10
j)	rural-area inhabitants (villages up to 2000 inhabitants or up to 3000 with a density lower than 150 people / km2)	5
3.	**LEVEL OF IT KNOWLEDGE**	**TOTAL 3:**
a)	does not have own e-mail address	10
b)	does not have own social-network account	10
c)	cannot search for information online	10
d)	cannot do online shopping	10
e)	has a possibility to train the newly gained knowledge between the lessons on some device (at home, provided by family members, in local library etc.)	10

Easy Digital Access+

Itinerary to Easy Inclusive Access to Education
in the Digital Environment

Project number 2022-1-ES01-KA210-ADU-000082559

**Co-funded by
the European Union**

Structure and contents

This chapter outlines the framework for developing EDA+ training content.

The template provides a comprehensive overview of the learning objectives, outcomes, and instructional strategies. It details the knowledge, skills, and competencies that students will acquire through the training. Additionally, it specifies the teaching methods, lesson plans, assignments, exercises, and activities that will be used to facilitate learning.

Unit A. Computers, internet and digital environments.	
Module 1	**Computers**
Module content	
Learning Objective	• Differentiate between various computer types based on their function and operating system. • Perform essential computer operations, such as starting, shutting down, and hibernating the device. • Navigate the computer's interface to locate and launch commonly used software.
Topic/ Contents	Computer Types: • Desktop Computers, Laptops, Tablets, Smartphones; Operating Systems: • Windows, macOS, Android, iOS Basic Computer Operations: • Powering On/Off: Turning the computer on and off, Hibernation Saving the current state of the computer to memory and powering off, Restarting: Shutting down and then turning the computer back on; Navigating the Interface: • Desktop: The main workspace where icons and folders are located, Start Menu (Windows): A list of programs and settings, Dock (macOS): A bar at the bottom of the screen for accessing applications, Home Screen (Mobile Devices): The main screen for organizing apps and widgets.
Teaching hours	12

Unit A. Computers, internet and digital environments.	
Module 2	**The Internet**
Module content	
Learning Objective	• Identify and connect to Wi-Fi networks. • Recognize different types of Wi-Fi networks and their associated risks. • Understand the concept of a web browser and its components. • Perform effective internet searches for personal and professional information. • Evaluate the reliability of information sources. • Understand different file types and their uses.

ceda culture and education association

ADeSOS DESARROLLO Y SOSTENIBILIDAD

ROVNOVÁŽKA

Easy Digital Access+
Itinerary to Easy Inclusive Access to Education
in the Digital Environment
Project number 2022-1-ES01-KA210-ADU-000082559

Co-funded by
the European Union

	• Learn how to download, store, and access files in various locations.

Topic/ Contents	**1. Wi-Fi Networks:**
	• Identification: Explain how to identify available Wi-Fi networks.
	• Connection: Demonstrate the process of connecting to a Wi-Fi network.
	• Network Types:
	    ○ Public Wi-Fi: Discuss the risks and benefits of using public Wi-Fi.
	    ○ Private Wi-Fi: Explain the security advantages of using private networks.
	    ○ Guest Networks: Introduce the concept of guest networks and their limitations.
	2. Web Browsers:
	• Definition: Explain what a web browser is and its purpose.
	• Elements: Identify the main components of a web browser (address bar, search bar, tabs, history).
	• Types: Introduce popular web browsers (Chrome, Firefox, Safari, Edge).
	3. Internet Searches:
	• Basic Searches: Demonstrate how to perform simple keyword searches.
	• Advanced Searches: Teach advanced search techniques (e.g., using quotation marks, minus signs).
	• Information Sources: Discuss different types of information sources (websites, search engines, social media).
	4. Evaluating Information:
	• Reliability: Explain how to assess the credibility of information sources (author, publisher, date).
	• Bias: Discuss the concept of bias in information and how to identify it.
	• Fact-Checking: Introduce techniques for verifying information (e.g., cross-referencing, consulting multiple sources).
	Note: This module provides a foundation for understanding the internet and its basic functionalities. It can be expanded upon to include more advanced topics, such as online security, digital etiquette, and web development.

Teaching hours	20

Unit A. Computers, internet and digital environments.

Module 3	Digital environment
Module content	
Learning Objective	• Create and edit basic digital content using MS Word and Excel. • Practice safe and responsible device usage in digital environments. • Protect personal health and well-being while using digital devices.

Easy Digital Access+
Itinerary to Easy Inclusive Access to Education
in the Digital Environment
Project number 2022-1-ES01-KA210-ADU-000082559

Co-funded by
the European Union

	• Use cyberbullying prevention techniques. • Create and manage email accounts. • Send, receive, and identify potential malicious emails. • Use messaging tools for communication. • Participate in virtual meetings using video conferencing tools. • Understand the basics of social networks.

Topic/ Contents	1. Digital Content Creation and Editing:
	 • MS Word:
	  o Create, format, and edit text documents.
	  o Use basic formatting tools (fonts, styles, alignment).
	  o Insert images, tables, and links.
	 • MS Excel:
	  o Create and manipulate spreadsheets.
	  o Enter data, use formulas, and create charts.
	  o Understand basic spreadsheet functions (sum, average, count).
	2. Device Protection and Safety:
	 • Security Threats: Identify common online threats (viruses, malware, phishing).
	 • Antivirus Tools: Explain the importance of antivirus software and its usage.
	 • Security Measures: Discuss password management, strong passwords, and two-factor authentication.
	 • Health and Well-being:
	  o Ergonomics: Promote proper posture and workstation setup.
	  o Screen Time: Discuss the impact of excessive screen time and recommended limits.
	  o Blue Light: Explain the effects of blue light and potential solutions.
	3. Cyberbullying Prevention:
	 • Definition: Define cyberbullying and its consequences.
	 • Identification: Recognize signs of cyberbullying.
	 • Prevention: Discuss strategies for preventing and addressing cyberbullying.
	4. Email and Messaging:
	 • Email Accounts: Create and manage email accounts.
	 • Email Communication: Write, send, and receive emails.
	 • Malicious Emails: Identify common email scams and phishing attempts.
	 • Messaging Tools: Use messaging apps (SMS, WhatsApp, Telegram) for communication.
	5. Video Conferencing:
	 • Tools: Introduce popular video conferencing platforms (Zoom, Teams, Meet).
	 • Features: Explain basic features (audio, video, screen sharing).
	 • Etiquette: Discuss best practices for online meetings.
	6. Social Networks:
	 • Definition: Explain the concept of social networks.

Easy Digital Access+
Itinerary to Easy Inclusive Access to Education
in the Digital Environment
Project number 2022-1-ES01-KA210-ADU-000082559

Co-funded by
the European Union

	• Popular Platforms: Introduce popular social media platforms (Facebook, Instagram, Twitter). • Privacy Settings: Discuss the importance of privacy settings and how to adjust them. • Online Etiquette: Emphasize responsible behaviour and respectful interactions on social media. This module provides a comprehensive overview of digital environments and the essential skills needed for safe and effective online interactions. It can be tailored to specific student needs and interests.
Teaching hours	32

Unit B. Use of online training tools and platforms.

Module content	
Learning Objective	• Search for and identify relevant online training activities. • Participate effectively in online courses. • Utilize various online training tools and platforms. • Evaluate the quality and effectiveness of online training resources.
Topic/ Contents	**1. Online Training Platforms:** • **Overview:** Introduce popular online learning platforms (Coursera, edX, Udemy, LinkedIn Learning, Moodle). • **Features:** Discuss the key features of these platforms (course catalogs, interactive content, certificates). • **Selection:** Guide students in choosing appropriate platforms based on their learning goals. **2. Online Course Search:** • **Keywords:** Teach students how to use relevant keywords to search for online courses. • **Filters:** Demonstrate how to use filters (e.g., price, duration, instructor) to narrow down search results. • **Reviews and Ratings:** Explain the importance of considering course reviews and ratings. **3. Course Enrollment and Participation:** • **Enrollment Process:** Guide students through the enrollment process (creating an account, paying tuition). • **Course Structure:** Explain common course structures (lectures, quizzes, assignments, discussion forums). • **Time Management:** Discuss strategies for managing time and staying organized in online courses. • **Active Participation:** Encourage students to actively participate in course activities (watching lectures, completing assignments, engaging in discussions). **4. Online Learning Tools:** • **Video Conferencing:** Introduce video conferencing tools (Zoom, Teams, Meet) for online classes and discussions. • **Online Whiteboards:** Demonstrate how to use online whiteboards for collaborative work. • **Discussion Forums:** Explain the purpose and benefits of discussion forums.

Easy Digital Access+
Itinerary to Easy Inclusive Access to Education
in the Digital Environment
Project number 2022-1-ES01-KA210-ADU-000082559

Co-funded by
the European Union

	• **Assessment Tools:** Discuss various assessment methods used in online courses (quizzes, exams, projects). **5. Evaluating Online Training:** • **Quality Indicators:** Identify factors to consider when evaluating the quality of online courses (instructor credentials, course content, student feedback). • **Learning Outcomes:** Assess whether the course has met the stated learning objectives. • **Cost-Benefit Analysis:** Evaluate the value of the course in terms of cost and benefits. This module provides students with the skills and knowledge to effectively utilize online training tools and platforms. It can be tailored to specific learning goals and preferences.
Teaching hours	16

Unit C. Electronic communication with public administration. Use of digital identifiers, electronic signature

Module content	
Learning Objective	• Understand the concept of electronic communication with public administration. • Utilize digital identifiers for online interactions. • Use electronic signatures for digital documents. • Navigate online portals and services provided by public administration.
Topic/ Contents	**1. Electronic Communication:** • Definition: Explain the concept of electronic communication with public administration. • Benefits: Discuss the advantages of using electronic communication (efficiency, convenience, accessibility). • Legal Framework: Introduce relevant laws and regulations governing electronic communication. **2. Digital Identifiers:** • Purpose: Explain the role of digital identifiers in online transactions. • Types: Discuss different types of digital identifiers (e-ID, electronic certificates). • Obtaining an Identifier: Guide students on how to obtain a digital identifier. **3. Electronic Signatures:** • Definition: Define electronic signatures and their legal significance. • Types: Explain different types of electronic signatures (simple, advanced, qualified). • Usage: Demonstrate how to use electronic signatures for digital documents. **4. Online Portals and Services:** • Overview: Introduce popular online portals and services provided by public administration.

Easy Digital Access+
Itinerary to Easy Inclusive Access to Education
in the Digital Environment
Project number 2022-1-ES01-KA210-ADU-000082559

Co-funded by
the European Union

	• Navigation: Guide students on how to navigate these portals and find relevant information. • Services: Discuss common services available online (e.g., tax returns, permits, registrations). **5. Security and Privacy:** • Data Protection: Emphasize the importance of data protection and privacy in electronic communication. • Best Practices: Discuss best practices for securing online accounts and protecting personal information. This module provides students with the knowledge and skills to effectively interact with public administration using electronic means. It focuses on digital identifiers, electronic signatures, and the use of online portals and services.
Teaching hours	24

UNIT D: Online shopping

Module content	
Learning Objective	• Understand the basics of online shopping. • Learn how to shop safely online. • Discover tips and tricks for successful online shopping.
Topic/ Contents	**1. Introduction to Online Shopping:** • Benefits: Discuss the advantages of online shopping (convenience, variety, price comparison). • Challenges: Identify potential challenges of online shopping (delivery delays, product quality concerns). **2. Shopping Safely Online:** • Secure Websites: Explain how to recognize secure websites (HTTPS, padlock icon). • Payment Methods: Discuss safe payment methods (credit cards, PayPal, digital wallets). • Phishing Scams: Identify common phishing scams and how to avoid them. • Password Security: Emphasize the importance of strong and unique passwords. **3. Tips and Tricks:** • Product Research: Discuss how to research products online (reviews, comparisons). • Price Comparisons: Explain how to use price comparison tools to find the best deals. • Coupons and Discounts: Explore ways to find and use online coupons and discounts. • Return Policies: Understand return policies and procedures. • Shipping Costs: Factor in shipping costs when making purchases. • Customer Service: Discuss the importance of good customer service and how to contact online retailers. This module provides students with valuable information about online shopping, including safety tips and strategies for finding the best deals. It can be tailored to specific interests and needs.
Teaching hours	16

Easy Digital Access+
Itinerary to Easy Inclusive Access to Education
in the Digital Environment
Project number 2022-1-ES01-KA210-ADU-000082559

Co-funded by
the European Union

UNIT E: Environment applied to digitization, equality and Active European citizenship.

Module content

Learning Objective	• Understand the relationship between digital technology and the environment. • Explore the environmental benefits of digitalization. • Practice environmentally responsible digital habits. • Discuss the concept of equality and its connection to digital technology. • Understand the principles of active European citizenship.
Topic/ Contents	**1. Environment and Digital Technology:** • Environmental Impact: Discuss the environmental impact of digital technology (e.g., energy consumption, electronic waste). • Sustainable Practices: Explore ways to reduce the environmental footprint of digital devices and activities. • Digital Detox: Discuss the concept of digital detox and its benefits for both individuals and the environment. **2. Environmental Benefits of Digitalization:** • Efficiency: Discuss how digital technologies can improve efficiency and reduce waste. • Remote Work: Explore the environmental benefits of remote work and teleconferencing. • E-commerce: Discuss the environmental implications of e-commerce and its potential to reduce transportation emissions. **3. Environmental Good Practices:** • Energy Efficiency: Promote energy-efficient digital devices and practices. • Recycling: Encourage proper recycling of electronic waste. • Digital Citizenship: Discuss the role of digital citizenship in promoting environmental sustainability. **4. Equality and Digital Technology:** • Digital Divide: Discuss the digital divide and its impact on equality. • Accessibility: Explore how digital technology can promote accessibility and inclusion. • Bias and Discrimination: Discuss the potential for bias and discrimination in digital systems. **5. Active European Citizenship:** • Definition: Define active European citizenship and its principles. • Participation: Encourage active participation in civic life and democratic processes. • European Values: Discuss core European values (human rights, diversity, solidarity). This module provides a comprehensive overview of the intersection between digital technology, the environment, and equality. It encourages students to become responsible digital citizens and active participants in European society.
Teaching hours	10

Easy Digital Access+
Itinerary to Easy Inclusive Access to Education
in the Digital Environment
Project number 2022-1-ES01-KA210-ADU-000082559

Proposed learning activities and teaching methods

Basic Skills in Computers

- **Hands-on Practice:**
  - Set up computers for students to practice basic operations (start, shut down, restart).
  - Guide students through keyboard and mouse exercises.
  - Demonstrate and have students practice using common software (word processor, spreadsheet, web browser).

- **Group Work:**
  - Divide students into groups for collaborative activities (e.g., computer puzzles, games).

- **Interactive Demonstrations:**
  - Use visual aids and demonstrations to explain computer components and operating system concepts.

The Basics of the Internet

- **Online Research Activities:**
  - Assign students to conduct online research on specific topics.
  - Discuss the evaluation of information sources.

- **Guest Lectures:**
  - Invite experts to share their knowledge on internet topics (e.g., cybersecurity, digital etiquette).

- **Simulations:**
  - Use simulations to practice internet tasks (e.g., online shopping, email communication).

Easy Digital Access+
Itinerary to Easy Inclusive Access to Education
in the Digital Environment
Project number 2022-1-ES01-KA210-ADU-000082559

Basics of Digital Environments

- **Digital Content Creation Projects:**
  - Assign students to create digital content using MS Word and Excel.
  - Provide feedback and guidance on their work.
- **Online Safety Discussions:**
  - Facilitate discussions on online safety, cyberbullying, and privacy.
  - Share case studies and real-world examples.
- **Hands-on Experiments:**
  - Conduct experiments to demonstrate the effects of excessive screen time and poor ergonomics.

Use of Online Training Tools and Platforms

- **Online Course Exploration:**
  - Guide students through the process of searching for and enrolling in online courses.
  - Discuss the benefits and challenges of online learning.
- **Peer Reviews:**
  - Have students review and provide feedback on each other's online learning experiences.
- **Online Collaboration:**
  - Facilitate online collaboration and group projects using digital tools.

Electronic Communication with Public Administration

- **Case Studies:**
  - Analyze case studies of electronic communication with public administration.
- **Guest Speakers:**
  - Invite representatives from public administration agencies to share their experiences.
- **Role-Playing Activities:**

Easy Digital Access+
Itinerary to Easy Inclusive Access to Education
in the Digital Environment
Project number 2022-1-ES01-KA210-ADU-000082559

- o Simulate interactions with public administration officials using online platforms.

Environment, Equality, and Active European Citizenship

- **Group Discussions:**
  - o Facilitate discussions on environmental issues, equality, and active citizenship.
- **Community Projects:**
  - o Organize community projects related to environmental sustainability or social justice.
- **Online Research:**
  - o Assign students to research topics related to these modules (e.g., digital divide, sustainable technology).

Teaching Methods:

- **Lecture and Demonstration**: Introduce new concepts and demonstrate key points.
- **Discussion and Question-Answer**: Encourage student participation and critical thinking.
- **Hands-on Learning**: Provide opportunities for practical experience and skill development.
- **Project-Based Learning**: Assign projects that integrate knowledge from multiple modules.
- **Case Studies**: Use real-world examples to illustrate concepts and applications.
- **Online Tools**: Utilize online resources and tools to enhance learning.

By combining these learning activities and teaching methods, you can create an engaging and effective learning environment for students to acquire the necessary skills and knowledge in digital literacy.