USING THE COMPUTER

OPERATION OF DEVICES > 0.1 OPERATING COMPUTERS > INFORMATION AND DATA LITERACY > 1.1 BROWSING, SEARCHING AND FILTERING DATA, INFORMATION AND DIGITAL CONTENT > COMMUNICATION & COLLABORATION > 2.1 INTERACTING THROUGH DIGITAL TECHNOLOGIES > 2.2 SHARING THROUGH DIGITAL TECHNOLOGIES > SAFETY > 4.1 PROTECTING DEVICES > 4.2 PROTECTING PERSONAL DATA AND PRIVACY > PROBLEM SOLVING > 5.2 IDENTIFYING NEEDS AND TECHNOLOGICAL RESPONSES

TARGET GROUP	AGE GROUP	PROFICIENCY LEVEL	FORMAT	COPYRIGHT	LANGUAGE
Immigrants/ Refugees, Job seekers, School drop outs	Adults	Level 1, Level 2	E-learning	License fee	Dutch

This is an all-round resource covering multiple competency areas. An e-learning programme for adults teaching the foundations of using the computer and the internet. Covers topics such as working with Windows, online safety and searching for information. Contains 6 learning modules with video, text and exercises, a test module, pdf reference booklets and additional exercise sheets. Includes voice guidance and feedback on answers.

General Objective	Skillset building
Preparation time for facilitator	2 - 5 hours
Competence area	0 - Operation of devices, 1 - Information and data literacy, 2 - Communication & collaboration, 4 - Safety, 5 - Problem solving
Time needed to complete activity (for learner)	2 - 5 hours
Name of author	WERK-portal.nl
Support material needed for training	Textbook, workbook

Resource originally created in	Dutch

WORKSHOP DIRECTIONS

1 Link to e-learning website

https://werk-portal.nl/#/programmas/omgaan-met-de-computer-en-social-media/werken-met-de-computer