

Basic Digital skills for building Digital Society



IT competences

Digital skills strongly support employment and well-being in the society. Without digital skills the access to government services and possibilities in the labor market are limited.

So, for the whole society it is critical to address the digital divide and reduce the share of non-users of computers and the internet.

Examples:

- Large-scale digital literacy training programs (basic computer and Internet skills - how to run nationwide training programs engaging 1/10th of adult population provided by Look@World initiative.

Basic training in digital skills: E-Citizen

E-Citizen program for systematic and continuous development of general public digital skills via hybrid, needs based workshops.

As part of the "E-Citizen" course, one will learn how to use various online tools such as e-mail service, Google calculation and word processing programs and map applications are also looked at. Communication in social networks and e-safety are also not overlooked, it becomes clear that we should take a critical view of the information found on the Internet and it is reasonable to review our writing or images before uploading them to the web.

After the training, the graduate:

- uses a computer and other smart devices (tablet, smartphone, etc.) independently at a basic level;
- has basic knowledge of more common computer hardware, software (including free software) and file management;
- knows the risks of cyberspace and knows how to avoid them;
- can search for information on the Internet (including the websites of state and municipal authorities);
- can use the e-mail address; can use more common social software and networks; composes and formats simple text documents independently; constructs and processes simple spreadsheets using the manual



Prerequisites for participation:

the training participant is not expected to have previous IT or computer skills

Target group:

all those people who see the "E-Citizen" training as an opportunity to learn new tricks and make their computer use more convenient and efficient are welcome

Learning methods:

practical exercise, independent work

Assessment method:

performance of independent work

Evaluation criterion:

the achievement of learning outcomes is checked through independent practical work

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BCS Koolitus is a top ICT training and consultation provider in Estonia since 1993. We are the official Awarding Body of Occupational Qualifications in ICT field in Estonia. We support societies in their digital journey with different development programs, having the experience of supporting over 30 countries since 2002. BCS Koolitus ensures high-quality training and consulting services for diverse populations and organizations worldwide including students and groups and top government officials.