

Syllabus

Course Title: Using ICT in everyday life

Mode of delivery:

full-time form of teaching (courses), combined form (blended learning), on-line form

Contact Information:

GLAFKA is responsible for this course. If you have any questions, if you need to know more information or would like to provide us with your feedback, please do not hesitate to contact us. Please contact us via our email:

info@glafka.cz.

Prerequisites:

The course is especially suitable for beginners who know the basic steps with a computer. The basic steps can be defined as follows:

- basic knowledge of using the computer keyboard
- basic knowledge of using the computer mouse
- basic knowledge of using touchpad
- being able to turn on the computer and being able to turn off the computer
- work with an Internet browser
- know the basic use of device
- ability to take photos with a phone

Course Duration:

A total of 13 clock hours (780 minutes)

Course Description:

The Internet and computers are part of our world. We encounter this phenomenon every day. Our encounter with these elements can be completely inconspicuous. We do not even have to know that this moment is possible thanks to the computers that communicate with each other and with the control centre. The Internet can also help us and make our daily lives easier.

Thanks to the devices that each of us can own, we can be in touch with friends and family. It does not matter if we are on the other side of the world. If we have a smartphone in our pocket, we are connected to the Internet, we can call our loved ones, find out the current possibilities of connection between two cities or be part of the virtual world of culture. Of course, we can also enjoy these functions at home with the help of computers or, for example, in places where it is possible to use shared devices.

This course will provide you with answers to the following questions:

- How to be in touch with culture when the situation is not ideal?
- How to find a way to culture when we must stay at home?
- How can I focus on a cultural area that is important to me?
- How to get there as soon as possible?
- Should I use a train or a bicycle? Where is my goal actually?
- When should I travel from my home to be at my destination on time?
- How to be in touch with my friend? How can I be a part of a social network?

You will learn to use ICT to make your journey more efficient and better managed without unnecessary stress.

Course Goals:

- describe the basic tools that we can use to simplify our daily lives when we need to be connected with culture
- describe the basic tools that we can use to simplify our daily lives when we need to be connected with our friends
- describe the basic tools that we can use for travelling
- select tools that we can use when we want to be in touch with culture
- select tools that we can use when we want to be in touch with our friends or family
- select tools that we can use when we want to travel from point A to point B
- demonstrate the use of tools that we can use when we want to simply be part of the cultural world
- demonstrate the use of tools that we can use when we want to simply be in touch with our friends or family
- demonstrate the use of tools that we can use when we want to simply travel
- use specific tools to make our life easier
- use specific tools for everyday life
- use specific device which will be ready for the enter to the world of culture
- use specific device which will be ready for communication on the Internet
- use specific device which will be ready to help us with travelling
- to understand how to use ICT technology when travelling
- to understand how to use ICT technology when we want to be in touch with culture
- to understand how to use ICT technology when we want to be in touch with our friends or family
- to understand how to use the tools which can help us with everyday travelling
- to understand how to find the connection from point A to point B
- to understand the potential risks on the Internet
- to understand the pros and cons of the online world
- to understand how to prepare our device to minimize risks on the internet
- to realize concrete steps in a specific tool for facilitating travel
- to realize concrete steps in a specific tool for communication on the Internet
- to realize concrete steps in a specific tool for staying with our friend or family
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Learner Learning Outcomes:

Upon successful completion of this course, each learner will be able to:

- describe the basic tools that we can use to simplify our daily lives when we need to travel
- select tools that we can use when we want to easily travel
- demonstrate the use of tools that we can use when we want to simply travel
- solve the situation of the journey from point A to point B
- give examples of tools that will make our travel easier
- use specific tools to make travelling easier
- use specific tools for everyday life
- explain the basic possibilities of being in touch with culture in the virtual world
- select tools that we can use when we want to be in touch with culture
- use specific tools that allow us to connect with the virtual world of culture
- demonstrate the use of tools that we can use when we want to be in touch with culture
- discover the virtual world of culture
- solve the situation with connection to the world of culture
- give examples of tools that will can use for enjoying culture on the Internet

- select the tool for communication with our friend or family
- demonstrate the use of tools that we can use for our communication
- prepare our device for communication on the Internet
- identify basic security risks on the Internet
- explain the dangers related to information sharing on the Internet, social networks
- solve situations in order to establish virtual contact
- use specific tools that allow us to be in touch with our friends and family
- describe the basic tools that we can use for communication
- describe the social networks
- create a new registration in the world of social networks
- create a registration in the selected tool

Text, Materials, and Supplies:

Every learner will need to have access to a computer/laptop/notebook. It is also possible to use a tablet or smartphone. A web browser (Internet Explorer, Mozilla Firefox, Google Chrome) is required on the device. The device must be connected to the Internet and its speed must be sufficient for normal browsing. It is recommended to use a keyboard and mouse.

Materials with which it is appropriate to get acquainted before and during the course:

How to choose an internet connection [online]

<https://www.jaknainternet.cz/page/1223/jak-si-vybrat-pripojeni/>

How to install a web browser [online]

<https://www.i60.cz/clanek/detail/17360/internet-a-vy-18-dil-jak-nainstalovat-internetovy-prohlizec-a-jak-pouzivat-klavesove-zkratky>

How to set up a web browser [online]

<https://www.jaknainternet.cz/page/3030/jak-si-nastavit-internetovy-prohlizec/>

How to search on the Internet [online]

<https://www.jaknainternet.cz/page/1198/jak-hledat-na-internetu/>

How to use maps on the Internet [online]

<https://www.jaknainternet.cz/page/1238/jak-pouzivat-mapy-na-internetu/>

How to download apps to Android device [online]

<https://support.google.com/android/answer/9457058?hl=en>

How to download apps on iPhone or iPad [online]

<https://support.apple.com/en-us/HT204266>

Laws on the Internet [online]

<https://www.jaknainternet.cz/page/1744/zakony-na-internetu/>

Risk of social network [online]

<https://www.jaknainternet.cz/page/1185/rizika-socialnich-siti/>

Internet addiction [online]

<https://www.jaknainternet.cz/page/1700/zavislost-na-internetu/>

Grading Policy:

To successfully complete the course, it is necessary to be part of the entire course and successfully complete all tests and quizzes.

Course Schedule:

Travelling

/160 minutes/

Search for a cultural event

/160 minutes/

Let's stay in touch!

/300 minutes/