



SCHEME OF WORK

Module 2 [Computer digital literacy – Useful for tutors to teach to learners new to online learning]

Responsible partner: [EUROSC]

Tutor:	No of sessions	Hours per session	Total GLH:
	4 sessions	1 hours (total 4 hours per module)	6 hours

Module Aims:

To develop an understanding of how to approach learners who are new to online learning. More specifically this module will guide the trainer on how to best understand their learners in order to ensure a learner-centred approach, decide on the appropriate methodology, suitable for newcomers to the online learning, incorporate basic digital literacy to their work regardless of their primary topic and finally offer the chance to put in practice and built the relevant skills.

Date/Week/ Session No	No. of hours	Topic/Content	Learning Outcome(s)	Method(s) of delivery
1	1 hour	Understanding the learner	Grasping the profile of the learners: - -what sociodemographic information is relevant -their motivation -their strengths -their needs	<ul style="list-style-type: none"> • PowerPoint • Video • Team work exercises • Work booklet with written Q&As • Peer learning • Peer assessment • Talking • Listening
2	1 hour	Appropriate Methodology	-Predicting common problems with newcomers in the online learning -Solutions and procedures to	<ul style="list-style-type: none"> • PowerPoint • Video • Team work exercises • Work booklet with written Q&As

			facilitate online learning -recommended software and platforms (that are beginner friendly)	<ul style="list-style-type: none"> • Peer learning • Peer assessment • Talking • Listening
3	1 hour	Enhancing digital literacy	-how to incorporate basic digital literacy teaching to your course -hardware essentials -software essentials -behaviour/dangers in the digital world	<ul style="list-style-type: none"> • PowerPoint • Video • Team work exercises • Work booklet with written Q&As • Peer learning • Peer assessment • Talking • Listening
4	1 hour	Hands on experience	-hands on experience: simulation of scenarios based on the previous three topics -getting to know a learner new to the online learning	<ul style="list-style-type: none"> • PowerPoint • Video • Team work exercises • Work booklet with written Q&As • Peer learning • Peer assessment • Talking • Listening
Syllabus content fully covered: Yes/No	All learning outcomes fully covered: Yes/No			If syllabus/learning outcomes not fully covered, where/how will these be covered elsewhere?