



I-CANDO – ONLINE TRAINING COURSE – 7 MODULES



OVERVIEW:

I-CANDO is the new lifestyle digital skills programme for everyone.

With the new I-CANDO digital skills course you can learn all the skills needed to get the most from everyday technology as it relates to music, photos, movies and living online. The I-CANDO course introduces candidates to the basics of new digital technologies and helps candidates learn in a practical and safe way. The learning modules include computer, music, photo, video, safe surf and webshare.

I-CANDO enables candidates to confidently progress and develop their skills in using digital devices to develop exciting new digital skills to communicate, share, and learn.

The programme makes learning easy and allows you build new skills in a relaxed environment. The programme has accessibility features for dyslexia, cognitive, visual impairment, colour blindness and literacy.



WHO IS IT FOR?

The I-CANDO course is for anyone from any age group who wants to learn how to participate and interact in the new digital online world.

I-CANDO helps candidates to confidently progress and develop their skills in using digital devices to develop exciting new technology lifestyle skills to communicate, share, and learn. The programme is fun, supportive, and accessible and provides new skills in a relaxed environment.



WHERE CAN I DO THE COURSE?

You can download the learning content directly from the website and learn at your own convenience

SUMMARY CONTENT:

Module 1:

- How to start the computer and how to recognise computer hardware parts
- Understand some of the basic language and terminology of computers
- Identify the important concepts in computing, hardware and software.
- Understand the desktop concept
- Describe the use and operation of common software programmes.
- How to organise and arrange their files
- How to use an e-mail program on the computer
- Understand what a computer virus is and how you protect your computer against viruses.





Module 2:

- Understand the concepts of Internet and World Wide Web
- How to search for information on the World Wide Web
- How to make an on-line purchase
- How to use web-based email services
- How to communicate by creating, sending, receiving and replying to messages
- How to set up a VoIP (such as Skype) to make and receive telephone or video calls over the Internet
- How to stay safe on line
- How to safeguard the security of their personal information on line
- Understand and learn about parental controls that apply when children use the internet.



Module 3:

- How to operate a digital camera, start-up, view, key terms.
- Take simple shots and adjust cameras basic features and functions
- How to operate the software on a digital camera
- How to edit, arrange and organise your digital photographs
- How to share your photo collection online
- How to create print and create outputs with your photographs



Module 4:

- How to operate a digital video device
- How to operate the software on a digital video device
- How to edit your digital video
- How to organise your digital videos
- How to enhance your digital videos
- How to create outputs and use internet with your videos



Module 5:

- How to operate a digital music device
- How to operate the software on the digital music device
- How to play music on a digital device
- How to upload and download music
- How to store your music on a digital device
- How to shop on-line for music





Module 6:

- How to browse, surf and search the World Wide Web (WWW)
- How to ensure your privacy and safety on the Web
- How to create an identity for yourself to use in Social Networking
- Understand the concept of Social Networking and the rules that apply
- How to set up an online identify, create a profile and ensure your privacy
- How to protect yourself when shopping on-Line in Social Networks
- How to connect with people and create a life on-line
- How to operate the tools of social surfing, e.g. Blogging.
- Understand the laws and guidelines applicable when you live on line



Module 7:

- How to use tools and applications to create CD's or DVD's
- How to play or share files on devices or over the internet
- How to back up your digital content
- How upload and share your files, photos and videos
- How to collaborate on-line
- Understand memory and capacity of your computer
- How to share information on different web applications & social networks
- Understand the important security considerations when sharing information
- Understand how copyright laws & regulations relate to the Internet

