



**Female Academic Role Model Empowerment, Equality and Sustainability at Universities in
Mediterranean Region: towards 2030 Agenda – FREE
Erasmus+ Capacity Building in Higher Education
598524-EPP-1-2018-1-ES-EPPKA2-CBHE-JP**

2. Development WP2 (Knowledge Transfer)

Start Date: 1st of November 2019

Finish Date: 31st of December 2020

Project FREE Course Description

Task Oriented Group: Digital Skills

Course Name	Digital Skills for Modern Workforce	
Total Credit Hours	50 CH Theoretical/Practical	
Target Group	Academics <input type="checkbox"/>	Female Academics <input type="checkbox"/>
	Administrative Staff <input type="checkbox"/>	Female Administrative Staff <input type="checkbox"/>
	Students <input type="checkbox"/>	Female Students <input type="checkbox"/>
	ALL <input checked="" type="checkbox"/>	Following sessions/weeks are exclusively for females: _____

Course Description, Objectives and Outcomes

Course Description	<p>This course is designed to enhance the role of female empowerment in higher education through increasing the number of women involved in the decision-making process and in leadership roles. In order to effectively promote female empowerment and capacity building, training in various areas such as digital skills, management and leadership is needed.</p> <p>This course aims to enhance female digital skills; namely functional skills, collaboration, social media, creativity, online research, online communications, and e-safety.</p> <p>Online and virtual practical sessions will be used as the primary method to deliver the course materials. In addition to the topics related to increasing participants’ knowledge and understanding, the course will include practical training using well known tools such as MS Office 365, Moodle, and Facebook.</p> <p>This course will contribute to achieve the FREE goals in terms of improving operations management of HEIs, empowering female</p>
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	<p>academics and professionals at target HEIs through series of training, and developing of research and innovation.</p> <p>The main goal of the course is to enhance the participants’ digital skills through increasing their knowledge on related topics and increase their practical experience on basic online functions.</p>
<p>Course Learning Objectives</p>	<p>The objectives of this course are as follows (50 hours):</p> <ul style="list-style-type: none"> ✓ To provide users with fundamental productivity functions that are needed for modern enterprises such as word processing, spreadsheets, presentations, and collaboration with other online users. ✓ To learn techniques of effective communication with colleagues and other online users using powerful online communication systems. ✓ To equip users with practical skills and tools of LMS (including learning platforms like Moodle and Blackboard). ✓ To introduce new tools for collaboration, communication and sharing content as well as setting up online profiles and making work accessible to others using social media. ✓ To identify how to manage creativity and innovation. ✓ To introduce fundamental security principles and train participants on e-safety. <ol style="list-style-type: none"> 1. MS Office (20 hours) <ol style="list-style-type: none"> a. MS Office advanced tools b. Practical recommendations how efficiently use MS Office advanced tools for seeking carrier goals. 2. Fundamental security principles for e-safety (5 hours) <ol style="list-style-type: none"> a. Security awareness program b. Practical recommendations how efficiently comply with good security practices to maintain an appropriate security awareness level. 3. Social networking for academic environment (5 hours) <ol style="list-style-type: none"> a. Usage of social networking: LinkedIn, Facebook, Research Gate b. Practical recommendations how effectively and efficiently use social networking tools for seeking carrier goals 4. Scientific databases (5 hours) <ol style="list-style-type: none"> a. Usage of scientific databases: Clarivate Analytics, Scopus and others b. Practical recommendations how effectively and efficiently use scientific databases for seeking carrier goals 5. Academic platforms and systems (5 hours)

	<p>a. Usage of academic platforms and systems: Publons, ORCID, Google scholar</p> <p>b. Practical recommendations how effectively and efficiently use academic platforms and systems for seeking carrier goals</p> <p>6. Creative Presentation (5 hours)</p> <p>a. What is creative presentation?</p> <p>b. Practical recommendations how effectively prepare presentation for seeking goals</p> <p>7. Impact of dissemination and target audiences (5 hours)</p> <p>a. Tools of impact of dissemination and target audiences: Google AdSense, Google AdWords</p> <p>b. Practical recommendations how efficiently to disseminate, reach target audiences and evaluate impact</p>
<p>Course Learning Outcomes</p>	
<p>1. Knowledge and understanding</p>	<p>Upon successful completion of this course, participants should have the following knowledge and understanding:</p> <ul style="list-style-type: none"> • A valuable knowledge about major features and benefits of all the key services on the Office 365 platform, how key security and legal concepts apply to Office 365. • A useful knowledge of social networking, scientific databases, academic platforms and systems, creative presentation and evaluation of impact of dissemination activities. • An essential knowledge of fundamental security principles for e-safety
<p>2. Conceptual Skills</p>	<p>Upon successful completion of this course, participants should have the following conceptual skills:</p> <p>Identify and effectively use MS Office advanced tools (Outlook, Word, Excel, and Power Point, Access), social networking tools, scientific databases, academic platforms and systems, prepare creative presentation and to evaluate impact of dissemination activities. Identify security threats to home users and identify appropriate security measures & tools.</p>
<p>3. Professional skills</p>	<p>Upon successful completion of this course, participants should have the following professional skills:</p> <p>Efficient usage of MS Office advanced tools</p> <p>Safe usage of digital devices and the Internet</p> <p>Efficient usage of social networking tools</p> <p>Efficient usage of scientific databases</p>



	<p>Efficient usage of academic platforms and systems</p> <p>Effective presentation</p> <p>Evaluation of impact of dissemination activities</p>
4. Competencies	<p>Upon successful completion of this course, participants should have the following professional and social competencies:</p> <p>Professional competencies: knowledge, abilities and skills related to efficient usage of MS Office, scientific databases and academic platforms, LMS and digital devices and the Internet.</p> <p>Social competencies: knowledge, abilities and skills related to efficient usage of social networking and creative presentation</p>
Attendance, participation and Activity	<p>The course has 50 ECTS credits, to be measured and evaluated as the academic staffs deems necessary for the course objectives.</p>

