MODEL OF A SPECIAL ADULT EDUCATION PROGRAM

AT THE CENTER FOR ADULT EDUCATION

If the special program is of a modular type, instead of fields 17 and 18, ANNEX 1 is filled in, for each module separately.

All fields of the Special Adult Education Program Model must be filled in, with the exception of those that are optional and are marked with an asterisk (*).

	GENERAL INFORMATION ABOUT THE ADULT EDUCATION INSTITUTION/INSTITUTION	
1.	Date of application	
2.	Name of the Institution for Adult education	
*3.	Number of Licenses of the adult education facility/institution	
4.	Name and surname of the Director	
5.	Contact information	**Address:**
		Phone number:
		E-mail address:
6.	Information about the program coordinator	**Name and surname**: Vasil Grozdanovski
		Job description : Web developer, educator
		Qualification: Bachelor of Engineering in Computer Science
		Phone number: 078-443-663
		Email address: vasil.grozdanoskii@gmail.com
7.	Name of the program	Acquisition of ICT skills (computer education for prisoners in prisons in Tetovo and Shtip)
8.	Description of the program	Prisoners in prisons are part of the entire society in the Republic of Macedonia. In these institutions, they are limited in their opportunities to learn skills and new techniques that would

		contribute to their social and professional resocialization after serving their prison sentence.
9.	**Program Participant Profile**	Participants in the program should have completed primary education. It is not necessary for participants to have previous experience with computer management. It is desirable that the participants have their own computer and internet connection. This program is intended for people who are serving a prison sentence.

10.	Planned number of participants in the program	8-10 The participants can be divided into smaller groups in order to make the teaching more efficient.
11.	Goals of the program	The most important goals of the program are for the participant to: − get to know the computer as a tool and its basic parts; −familiarize yourself with the working environment of the Windows operating system; −uses the basic functions and setup of the operating system; −familiarize yourself with Windows tools; −trained to work with the Internet; −trained to work with search engines; −uses e-mail. The participant will acquire elementary knowledge about the possibilities and tools offered by the user applications MS Word, MS Excel, MS PowerPoint of the MS Office package and will be able to perform: ● Basic operations in MS Word ● Basic operations in MS Excel ● Basic operations in MS PowerPoint
12.	Results of the program	After successfully completing the program, the participant will be able to: − recognizes computer parts and their purpose − recognizes the possibilities offered by the computer − works with the Windows operating system − works with Windows tools − sets up a user interface − basically to use: − text editing software; − presentation software; − software for tables and calculations; − image editing software; − using the internet − using internet search engines − use of e-mail The participant will be able to use the tools from the MS Office package to create: − Word document (writing text, formatting, inserting a table, image) − Excel tables (formatting, using formulas and functions for mathematical and other types of calculations, inserting different types of graphs)

		– PowerPoint presentation (selection of elements in the presentation, introduction of animation, time setting of the slides in the presentation)		
13.	**Criteria**	The program is intended for adults (over 17 years old) and can be visited by people who do not have knowledge of information technology		

14.	**Duration**		**Total number of classes**	**Percentage**
		Theory	20	42%
		Practice	24	50%
		Assessment	4	8%
		***Other information** **Number of classes per week**: 8 **Duration of the project in months/years**: 3 months **Additional comments**:		

15.	**Forms of teaching implementation**	**Forms of implementation**	**Note**
		Classroom/office teaching	x
		Practical teaching	
		Electronic learning	x
		Distance learning	x

16.	**Teaching methods**	**Method**	**Note**
		Lecture	**x**
		Group discussions	x
		Observation	x
		Research/discovery	x
		Learning through simulations	x
		Problem-based learning	x
		Practical teaching in a workshop/office	x
		On-the-job training	x
		Individual teaching	x
		Self-directed learning	x
		Other (specified):	

17.	**Structure of the program (specify the subjects/thematic units of the program)**	Title of the subject/ thematic unit Description Status	Title of the subject/ thematic unit Description Status	Title of the subject/ thematic unit Description Status	Title of the subject/ thematic unit Description Status	Title of the subject/ thematic unit Description Status
		Basic concepts of computers:	- What is a computer, - Computer hardware organization, - Microprocessor, - Memory, - Communication devices, - Peripheral devices	Mandatory	2	Electronic assesment

| | | OS Windows: | – Use and customization of the user interface
– Basics, Icons and Objects, Windows, Control Panel, Other Settings,
– Files and working with files
– Organization of the file system, Using Windows Explorer, Working with external memories, Working with files, folders and objects, Searching for files and folders,
– Basic notions of networking
– Concept of resources Computer networks, Internet,
– System maintenance and security
– System maintenance, Safe Mode, System maintenance programs, Data security
– Windows programs - Notepad, WordPad, Paint, Clipboard, MS-DOS commands and programs | Mandatory | 10 | Electronic assesment |
| | | Internet | – Basics
– What is the Internet?, | Mandatory | 8 | Electronic assesment |

		Why can the Internet be used?, Internet work concept, Internet / Intranet, – Access to the Internet, Using a Web browser, Working with WWW, – Internet search			

| | | Email | – Configuring an e-mail client,
– Syntax of e-mail address,
– Organization of e-mail messages in Folders,
– Compose, send, receive, reply and forward e-mails,
– Using address book,
– Email attachments,
– Security of e-mail,
– Digital signatures,
– Using the Internet for e-mail,
– FTP server and FTP client,
– Compression and decompression programs,
– Danger of viruses | Mandatory | 4 | Mandatory |
| | | I. MS Word | Desktop and capabilities of this application program\|start, open a new document, open an old document, save and exit the program\|change fonts, sizes and types\| paragraph, types, paragraph formatting\|document page numbering\| header and footer\| copy text, change\| selecting tools to be displayed on the screen (icons of quick access commands)\| creating numbered and bulleted | Mandatory | 8 | Mandatory |

		lists|page formatting, size and margins| principle of enumeration and bulleting| insert table| formatting tables in Word| table cell manipulation| insert image| drawing in Word| document printing| setting parameters on page| document preview before printing|setting printing parameters			

		II. MS Excel	Starting and exiting the Excel program| Appearance of the working window|working with documents (book)|formatting a worksheet|entering data in a worksheet|selecting and moving in a worksheet|selecting cells|selecting rows and columns|resizing row and column|copying , moving and deleting cells|cell formatting (choice of font, style, size, color, underline, effects)| defining the format of different categories of data|arranging data (alignment)|forms of cell frames (borders)|selection of cell background (patterns)|application of formulas and basic functions| basic mathematical operations (sum-SUM, minimum value MIN, maximum value MAX, mean value AVERAGE, creation of a pie, line, bar, column chart	Mandatory	8	Mandatory
		III. MS PowerPoint	Starting and exiting the PowerPoint program|View of the working window|opening a new document, opening an old document, recording and exiting the program|basic elements in one презентација(slide layout, slide design, slide transition)| adding animation to the slides| time setting of the	Mandatory	8	Mandatory

		slide show in the presentation			

18.	**Checking the results achieved**	Assessment period	Assessment methods	Assessment criteria	Duration of assessment (min.)
		- **Basic concepts of computers**	Electronic test/ Oral test	Successfully completed testing and scored 60% correct answers	10 мин.
		- **OS Windows**	Electronic test/ Oral test	Successfully completed testing and scored 60% correct answers	30 мин.
		- **Internet**	Electronic test/ Oral test	Successfully completed testing and scored 60% correct answers	20 мин.
		- **Email**	Electronic test/ Oral test	Successfully completed testing and scored 60% correct answers	15 мин
		- **MS Word**	Electronic test/ Oral test	Successfully completed testing and scored 60% correct answers	20 мин
		- **MS Excel**	Electronic test/ Oral test	Successfully completed testing and scored 60% correct answers	20 мин

		- MS PowerPoint	Electronic test/ Oral test	Successfully completed testing and scored 60% correct answers	20 мин
*19	**Standards of occupations**	Basic knowledge of computer work (Windows, Internet и Ms Office)			
20.	**Self-evaluation/ internal evaluation**	**Tools/methods (questionnaires, discussions, evaluation reports)** **Implementation of two supervisions and preparation of written reports (progressive and final)** **Duration: 4 hours** **Do you plan to implement certain measures based on the obtained evaluation results:** **Synchronization of the program according to the progress of the groups, elimination of possible problems in communication and problems with the equipment, correction of the ratio between the theoretical and practical part**			
21.	**Teaching staff**	Educators need to have an education that will meet the needs of the program and it is desirable to have previous experience with educating adults and implementing programs for specific categories of citizens.			

*22	Participant support	The program primarily relies on presentations by the lecturer, as well as electronic materials for availability outside the classroom (laboratory).
		
		1. Interactive online materials:
		- Presentations on the topics covered;
		- Textual materials;
		- Video materials;
		- Forum for mutual communication;
		- Practical exercises.
		
		Electronic materials have the following advantages:
		  - reusable;
		  - greater self-control;
		  - unlimited access from anywhere.
		
		2. Part of the materials will also be on paper
		Electronic communication applications will also be used in the program:

23.	**Equipment and teaching aids**	− *A computer for each participant. − A computer/laptop for the educator on which he will conduct the teaching − Projector for visual education of the participants − *Internet
*24	**Protection and security measures**	
*25	**Funding of the program**	Projects financed by IPA programs of the EU
*26	**Other establishments/institutions**	

27.	Place of enforcement	Classroom/laboratory equipped with a computer for each participant and internet connection
28.	Statement	I, the undersigned: - I confirm the accuracy of the information contained in the form - I confirm that the form has been completed in accordance with the Manual for Verification of Special Programs for Adult Education - I confirm that all the necessary conditions for the implementation of the program have been met - I agree to monitor the implementation of the program by the competent institutions
29.	**Name and surname of the director** **Signature and seal of the establishment/institution**	