

Information and Digital Literacy: Course Outlines

Information and Digital Literacy course is a growing collection of training materials designed to build competency and psychological satisfaction of people worldwide coming online daily. Essential tools of process of ICT which are creating, searching, storing (archiving), evaluating, retrieving, sending and receiving of information on both mobile and other digital devices as well as offline environment will be trained. All the topics were developed with full emphasis on the theme of Communication for Development. These training modules were developed based on Rapid Training Need Assessment.

Module 1: Communication for Development (C4D) [1 hour 30 minutes]

Topic Cover:

Participants will learn about what communication is and about information providers, such as: traditional and online media, libraries, online and offline archives and other Internet sources. They will also identify ways in which they are currently communicating with others, and how they are consuming information. The role of communication for development will be explained. Namely how information is necessary for critical decision making, both at individual level (people's own wellbeing) and at community/national level (to strengthened democracy and encourage social participation). A mapping exercise will help trainees to identify their current communication practices and how they use information and for what purposes.

Learning Outcomes:

After Completing Module 1 of this training, participants will be able to:

- To understand the role important role of C4D in development process
- Identify and apply C4D principles and practices in public information and extension work
- Identify different information sources available to them and why is important to be critical about them
- To engage farmers and other rural residents in bottom-up and participatory communication approaches
- Understand how information can help to improve people's or a community's wellbeing.
- Recognize the importance of communication at community and national level, for democracy and social participation.

Module 2: Introduction to ICT and Mobile Devices [2 hour 45 minutes]

Topics covered:

- ICT and Internet basics (Eg. Major components of popular web browsers, access to internet using various means eg Wi-Fi and Hotspot)
- Organizing, storing, archiving and sharing digital documents (Both online and offline Eg. Bluetooth)
- Mobile Device Basics and its functions (Eg. Searching Mobile App, Privacy and Security of the devices)
- Office work using mobile phones (Word/Excel/Power Point presentation on mobile)
- How to create and make effective use a YouTube with mobile

Learning Outcomes:

- What are ICTs and Internet/Intranet?
- Why are ICTs important?
- How information is accessed on mobile ICT devices?
- How do I organize, store, send and receive information on my ICT device?
- How do I protect information on my ICT device?
- How to use Microsoft Office on your mobile phone?
- How to create a good story using Youtube?

Material Needed:

- Internet (Wi-Fi)
- Laptop/Desktop and Smart Phones
- Powerpoint slides
- Projector
- Toolkit for reference

Module 3: Web Search [2 hours 30 minutes]

Topics Covered:

- Basic web search.
- Different kind of Search Engines
- Some useful websites related to Agricultural Education
- How to search information on YouTube
- Different kinds of Domains
- Scholarly Articles and Documents
- Google Scholar/Google Alert/Google Advance Searching using Boolean Operators, filetypes, sites

Learning Outcomes:

- What are some different types of websites?

- How do I use search engines to search the Web?
- How do search engines compare to Facebook
- How to evaluate each website you look at ?

Material Needed:

- Internet (Wi-Fi)
- Laptop/Desktop and Smart Phones
- Powerpoint slides
- Projector
- Toolkit for reference

Module 4: Leaders as Good Communicator [1 hour 30 minutes]

Topic Cover:

Participants will learn about the 4 communication styles and identify the style they use the most often. They will also practice communicating with different styles in a work setting. An activity based Role Play will make the trainees to understand how important communication is.

Learning Outcomes:

After Completing Module 4 of this training, participants will be able to:

- Illustrate why effective communication is an important competency of a good leader
- Describe the main characteristics of four communication styles and discover one's dominant communication style
- Define situations when a particular style can be best suited especially in a rural setting
- Describe how the different communication style(s) can adopt C4D principles and practices

Materials Needed

- PowerPoint Slides
- Projector and Screen
- Workbook for each participant
- Writing utensil for each participant
- Appendix B: Picture 1
- Appendix C: Picture 2
- Flip Chart and stand
- Marker

Module 5: Producing stories/news writing [1 hour 30 minutes]

Topics covered:

- How to create a new story with proper rules and regulation as a news writer
- Tips in making creative new story

Learning Outcomes:

- Learning how to create attractive news story based on proper media rules

Module 6: Communication Tools [2 hours and 30 minutes]

Topics Covered:

- Professional Emailing
- Effective use of Social Media (Facebook), Instant Messenger and Viber
- Conference Call using Mobile Phone (without internet)
- Skype Call
- Google Drive/Google Map

Learning Outcomes:

- How to write a professional emailing?
- How to create a good story using FaceBook?
- How to make effective use of Viber.
- How to make a conference call?
- How to work in group using GoogleDrive?

Material Needed:

- Internet (Wi-Fi)
- Laptop/Desktop and Smart Phones
- Powerpoint slides
- Projector
- Toolkit for reference

Module 7: Online Ethics, Safety, and Security [2 hours]

Topics Covered:

- Online Privacy and security measures
- Online netiquette,
- Identifying unethical usage of information

Learning Outcomes:

- How do I protect my privacy online?
- What some rules and guidelines for online behavior?
- How do I use and reference online sources?
- Working online and Using Information: Google Drive; Google Document

Material Needed:

- Internet (Wi-Fi)
- Laptop/Desktop and Smart Phones
- PowerPoint slides
- Projector
- Toolkit for reference

Module 8: Greenway Mobile Application [1 hour 30 minutes]

Topics covered:

- How to search agricultural information with this Mobile Application
- How to ask agricultural related questions and send photos via this Mobile App to the experts

Learning Outcomes:

- To understand and utilize this content rich mobile application effectively
- To do interactive communication with agricultural experts using this mobile application
- To get agricultural related news, weather news in the real time

Module 9: Video and Radio Production Showcased by Material from ABCID [1 hour 30 minutes]

Topics covered:

- To understand how to convey 10 radio and 6 TV messages on agriculture and livelihood to farmers
- To disseminate relevant message to respective groups (geographical, economic type and crop type)

- Evaluation questionnaires cover whether farmers could understand or not

Learning Outcomes:

- Able to develop different skillsets and creativity to convey effective messages to the farmers
- Learned how to use a farmer oriented and flexible approach
- Able to analyze not only how much learning progress farmers has made but also their socioeconomics life

Putting it all together: working on a Project [3 hours]

The most effective way to reinforce digital information literacy is through constant practice and practical application. This Unit sets up group project-based learning environment for participants to apply the skills they've learned in the previous units. The projects provided are examples. Trainers should use appropriate projects as necessary according to the needs and experience of their participants. Selected projects that will allow participants to practice their digital information skills and knowledge without focusing too much effort on the content that is generated. But, topics will be selected closer to their knowledge. Examples of the group project titles will be as follows:

- How to create a flyer on danger of using wrong chemicals on crops
- Identify and disseminate information on types of pest on rice and how to control them
- Searching updated weather information and disseminate to farmers
- How to get nutrition and other health information and disseminate them