

# Training Program for the Global ICT-ERC Project

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## I. Program Goals

This program aims to incubate the human resource needed for developing Education Resource Centers (ERC) and telecenters in rural areas. For an ERC, this program develops courses for ERC managers to promote the development of ERCs, and for trainers in their usage for training telecenter managers. For a telecenter, this program develops courses for the promotion of ICT usage in local community. To make an integrated and coordinated implementation for the Project, this program also develops courses for persons in charge of project promotion and management in each country.

## II. Course Descriptions

The courses in this Program involve five categories according to respective requirements for development.

### A. ERC Management And Development Course (21 hours)

This course focuses on training ERC managers to acquire an appropriate level of basic knowledge and skills in ERC management and development by means of lectures and seminars/workshops. The lectures involve five sessions that cover the following topics:

	Session	Hours	Contents
1	The trend of ICT development	3	The topics include e-government, e-commerce and some emerging issues of ICT.
2	Introduction to global ICT-ERC Project	2	Build the consensus for Project development. Understand the mission, goals, strategies, measures and technologies adopted in the Project.
3	Ethics, Legal and Security Issues related to technology use	6	1 . Ethics issues related to technology use 2 . Legal issues related to technology use 3 . Security issues, Internet crime prevention 4 . Life-long education promotion
4	Web-based instruction		

	a. Practices in Teachers' Learning Community Management	3	1 . Teachers' learning community and professional development 2 . Knowledge management, sharing and innovation 3 . Case Study
	b. Teaching strategies on Web-Based Instruction	3	1 . Analysis of web-enhanced strategies 2 . Case study
5	Basic Telecommunication and Network Management	4	Build up the basic capability of ERC managers to maintain information network's daily operation.

The seminars/workshops will be held after the mid-term of the project implementation.

### B. ERC Trainer Course (30 hours)

This course focuses on training ERC trainers to acquire a qualified level of knowledge and skills in delivering training lectures of ERC by means of seminar/workshop and lectures. This twenty-one-hour course involves three sessions that cover the following topics:

Session	Hours	Contents
I. Ethics, Legal and Security Issues related to technology use	6	1 . Ethics issues related to technology use 2 . Legal issues related to technology use 3 . Security issues, Internet crime prevention 4 . Life-long education promotion
II. Web-based instruction 1 Practices in Teachers' Learning Community Management	3	1 . Teachers' learning community and professional development 2 . Knowledge management, sharing and innovation 3 . Case Study
2 Teaching strategies on Web-Based Instruction	3	1 . Analysis of web-enhanced strategies 2 . Case study
III. Instructional design and Implementation on Information Technology-Integrated Instruction 1. Designing a teaching unit	3	1 . Introductory knowledge, skills, and understanding of concepts related to technology-integrated instructions 2 . Demonstration on examples 3 . Teaching unit design 4 . To collect teaching material and to search for relevant information

2. Designing learning activities and developing teaching materials	6	1 . To design student’s learning activities 2 . To design exemplary students’ project 3 . To develop assessment tools 4 . To design an evaluation plan
3. Developing Instructional Resources	6	1. Handout development 2. Multimedia presentation development
4. Demonstration and Implement	6	1. Project presentation and discussion 2. Demonstration 3. Implementation

The seminars/workshops will be held after the mid-term of the project implementation.

### C. ICT Promotion Course (6 hours)

This course focuses on promoting ICT literacy for residents in the community. This six-hour course involves three sessions that cover the following topics:

	Session	Contents	
1	Basic Computer Concepts	The concept of computer usage	Introduction to basic computer facilities and its peripherals Operation of computer systems
		Keyboarding skill	Keyboard and typing
		Input methods (local language needs to be conducted by local experts)	Comparing various input methods Introduction to Microsoft New Phonetic
		PC Operation	Basic Windows/Linux operation Frequently used functions for system-setting
2	PC Operation System	Advanced Windows/Linux operation	Introduction to Windows/Linux screen layout and functions How to use mouse Windows/Linux operation
		Introduction to Windows/Linux configuration setting	Configuration setting for interface operation Frequently used setups in the Control Panel
		Software tools	How to use system tools Computer processing software—word processor tool Introduction to frequently used supporting tools (e.g. compression, antivirus softwares)
3	Internet	Introduction to the Internet	Introduction to the Internet

	Introduction to web-browsing	Browser setting and operation Introduction to popular websites
	Setting up mailbox and using email	Email setting and usage Receiving and sending emails Establishing and using mailing list
	Q&A	Practice and discussion

#### D. Telecenter Management And Development Course (21 hours)

This course focuses on training telecenter managers to acquire an appropriate level of basic knowledge and skills in telecenter management and development by means of lectures. This twenty-one-hour course involves six sessions that cover the following topics:

	Session	Contents
1	The framework of PC	Introduction to the basic framework of PC hardware, software, and peripheral equipment How to add and set-up new peripherals How to set BIOS Future trends of computer hardware and software
2	Introduction to the Internet and its application	The basic framework of Internet Introduction to Internet framework and functions Web-browsing Introduction to FTP and its usage How to search information using the Internet
3	Network architecture and testing	Network architecture Introduction Intranet, internetworking, and system-setting Connection and testing
4	Computer maintenance	Maintenance and repair: Repair tools Computer disassembling and assembling Computer maintenance and the appropriate usage Maintenance & repair
5	Basic troubleshooting	Troubleshooting Power supply, screen, keyboard, and mouse Mother board and expansion slot Disk driver and CD-ROM drive
6	Information security and future technology trend	Information security and antivirus software Introduction to information security and computer virus

		<p>Antivirus software</p> <p>Promoting the concept of intellectual property right (IPR)</p> <p>Governmental policy for information technology and society</p> <p>Introduction to Digital Signature Regulation</p>
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**E. Project Planning and Development Course**

This course focuses on building the consensus and collaboration among persons in charged of project development and management in different countries by means of two-day lectures and seminar/workshop that covers the following topics:

1. The trend of ICT development
2. Introduction to global ICT-ERC Project
3. Global e-government development
4. Bridging the digital divide

**III. Online Training**

In order to maximize the training effect and to cut down the cost, an online training school will be established to offer online courses. All the courses planned above will develop e-learning versions simultaneously. Basically, all the courses will be delivered in a physical way in the first wave of training. After the first wave, except seminars or workshops, all training courses will be implemented through e-learning. Taiwan government commits to provide the facilities of online training school for this Project.

**IV. Eligibility**

Participation in the training program is limited to participants accredited by organizations that are the members of project committee. The government of each country can make the accreditation for participation as well.

**V. Enrollment**

Enrollment of each course varies with the capacity of each ERC and meeting site.

**VI. Timeline**

The frequency of seminars/workshops depends on the situation required during the implementation of Project. The first seminars/workshops will be held in the early beginning of Project development.