



PLANET – PPlan for Agriculture reNewable Energy Training

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PLANET – PPlan for Agriculture reNewable Energy Training

1 Module description

Topics covered within the ICT module will allow the learner to proficiently use computers and digital devices, internet networks, the main application programs and IT communication tools. The main aim is to respond to the changing conditions of the technological and IT reality and the way in which we interact with it. The extraordinary diffusion of mobile devices, the possibility of using remote applications and even storing their data on the network, the "social" use of technologies have changed the connotations of the main market players and their way of competing.

2 Outline

Module 1	PLANET ICT training course	Bloom Taxonomy level	Test type
Day1	Basics on ICT		
LO1	Use the physical parts or components of information technology equipment such as monitor, mouse, keyboard, storage devices, printers or scanners.	understand	Multiple question
LO2	Use computer equipment or digital devices to facilitate quality control, data management, and communication. Follow instructions given by a computer programme, create computer files or documents.	understand	Multiple question
LO3	Use the functions and tools provided by the operating system to access resources and run applications.	apply	Multiple question
Day2	Safety Surfing and Communication		
LO1	Execute efficient search on the internet in order to gather relevant information and share it with others.	understand	Multiple question
LO2	Use digital tools which enable various forms of communication over the Internet, such as email, instant messaging, Voice over Internet Protocol, social networks,	apply	Multiple question



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	while following netiquette rules and protecting one's reputation and digital identity.		
LO3	Know The general principles, categories, requirements, limitations, and vulnerabilities of smart connected devices, most of them with intended internet connectivity.	remembering	Multiple question
LO4	Know Personal protection, antivirus, data protection, digital identity protection, security measures, safe and sustainable use.	remembering	Interview +
LO5	Use software tools to archive data by copying and backing them up, in order to ensure their integrity and to prevent data loss.	applying	Test case
Day 3	MS Office applications		
LO1	Use computer software applications for composition, editing, formatting, and printing of any sort of written material.	applying	
LO2	Use software tools to create digital presentations which combine various elements, such as graphs, images, text and other multimedia.	applying	
LO3	Use software tools to create and edit tabular data to carry out mathematical calculations, organize data and information, create diagrams based on data and to retrieve them.	applying	Report
Day 4	General in-class activity		
LO1	Understand and apply the most efficient strategy to manage documents and data	understanding	Multiple question



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LO2	Be able to share and synchronize directories to prevent data loss	applying	Multiple question
Day 5	Word practice and tasks		
LO1	Create a technical report using Microsoft Word	applying	Report
Day 6	Excel practice and tasks		
LO1	Creation of an operational, economic and financial planning Template for RES production Plant with Microsoft Excel	applying	Report including excel file
Day 7	Excel practice and tasks		
LO1	Monitoring and Controlling RES Plant Efficiency with Microsoft Excel	applying	Test case
Day 8	Creating reports for investors and stakeholders		
LO1	Create data outputs with Power point	applying	
LO2	Be able to prepare a report on RES production	applying	Report including PowerPoint file
Day 9	Informatic RES plant management tools		
LO1	Know specific software for RES plant management	remembering	Multiple question
LO2	Understand the implications of Internet of Things on RES production	applying	Multiple question