



Module "Digital Skill" DESCRIPTION

<p>General goal/s of the module</p>	<p>The student is able to store, organize and retrieve data, information and content in relation to the Wellness and Spa sector. The student knows how to create specific working text documents, such as invoices, letters to clients, as well as how to manage databases and spreadsheets with MSOffice: Word and Excel (or its OpenOffice counterpart). In order to communicate efficiently, tools like organizational messaging programs are used to stay in contact with clients. The digital identity for marketing and promotion purposes of the Wellness and Spa institution is upheld by visual communication via design software. This prior knowledge is used to further promote the sector as the student knows how to set up and and maintain a basic website with WordPress. Its content is in compliance with the activity of the Wellness and Spa sector.</p>
<p>Objectives of the module (Intended Learning Outcomes)</p>	<p>As a result of the module graduate should be able to:</p> <ol style="list-style-type: none"> 1. use text editor program to create Wellness and Spa specific working text documents; 2. use email or organizational messaging programs; 3. use a spreadsheet or specific Wellness and Spa data management programs; 4. create and uphold communication support, manage digital identity of Wellness and Spa institutions; 5. create and maintain a website for a Wellness and Spa institution.
<p>Entry requirements (Pre-conditions)</p>	<p>No previous education needed. Every student needs a functioning computer / laptop of their own.</p>
<p>Assessment of the module</p>	<p>Practical work: Creation of a website on the Wellness and Spa sector. The assessment is gradually developed as the ILOs' sections build on one another.</p>
<p>Approximate realisation time/ Indicative (minimum) learning time (hours)</p>	<p><i>Total: 50 hours, of which:</i></p> <ul style="list-style-type: none"> • <i>Theory (in the classroom/online): - hours</i> • <i>Practise (at VET institution/online): 20 hours</i> • <i>Practice (in the company /WBL): - hours</i>

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| | <ul style="list-style-type: none">• <i>Self-Study: 30 hours</i> (with tasks to complete; subject to grading and peer-feedback) |
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Module "Digital Skill" CONTENT

Intended Learning Outcomes	Content to be covered		Indicative (minimum) learning time (hours)				
	Main topic	Suggested Sub-Topics	Theory in the classroom /online	Practise at VET school/online	Practise in the company /WBL	Self-study	Total
1. Text editing <i>Is able to:</i> <i>use text editor program to create Wellness and Spa specific working text documents</i> <i>Knows:</i> <i>Spa and Wellness sector specific applications to letter writing</i>	1.1. Basics of text editing (for the Spa and Wellness sector)	1.1.1. Formatting of text and paragraphs 1.1.2. Insert tab, select characters 1.1.3. Lay-out 1.1.4. Font (define, set default) 1.1.5. Formatting positions, page breaks 1.1.6. Shortcuts 1.1.7. Correction tools		1		1	2
	1.2. Prioritizing information: Visualization in text editing programs	1.2.1. List bullets and numbers 1.2.2. Define a lettering 1.2.3. Set the current date 1.2.4. Ad pagination 1.2.5. Report a WordArt object 1.2.6. Select symbols		1		1	2
	1.3. The use of tables in text editing programs	1.3.1. Creating a table 1.3.2. Select table styles 1.3.3. Define calculation forms 1.3.4. Define cell size 1.3.5. Matching the text to the cell 1.3.6. Positioning the table in the doc		1		1	2
2. Email programs	2.1. Basic tasks with e-mail programs:	2.1.1. View emails 2.1.2. Define a new mail folder		1		2	3

<p><i>Is able to: use email or organizational messaging programs</i></p> <p><i>Knows: how to communicate and collaborate in the digital environment</i></p>	<p>OpenSource or Google</p>	<p>2.1.3. Select, edit or delete a folder 2.1.4. Recognize and consult a message 2.1.5. Select and send a message 2.1.6. Identify an save an attachment 2.1.7. Relate an image to the message 2.1.8. Formatting and email using text editor tools</p>					
	<p>2.2. Contact management for emails</p>	<p>2.2.1. Identify the sender of a message 2.2.2. Define a new contact 2.2.3. Set a contact group 2.2.4. Select contacts when writing a message 2.2.5. Privacy settings</p>		1		2	3
<p>3. Spreadsheets</p> <p><i>Is able to: use a spreadsheet or specific Wellness and Spa data management program</i></p> <p><i>Knows: how to organize, store and retrieve data, information and content of databases</i></p>	<p>3.1 Basic use of spreadsheets</p>	<p>3.1.1. Use of Excel ribbons 3.1.2. Modify cells 3.1.3. Write text 3.1.4. Formatting 3.1.5. Identify and select a template 3.1.6. Select and insert headers in the top row of cells 3.1.7. Determine and add columns of numbers</p>		2		3	5
	<p>3.2. Advanced functions: Visualization with spreadsheets</p>	<p>3.2.1. Select a function 3.2.2. Identify and fill in the function form 3.2.3. Identify and open the formula tab 3.2.4. Recognize and choose a graph template 3.2.5. Insert a graph 3.2.6. Expose the graph data</p>		2		3	5

		3.2.7. Calculation forms					
4. Digital Design <i>Is able to: create and uphold communication support, manage digital identity of Wellness and Spa institutions</i> <i>Knows: how to design and duplicate communication products necessary for marketing purposes</i>	4.1. Introduction to working with Design software	4.1.1. Creating a new document 4.1.2. Modifying existing text 4.1.3. Adding new text 4.1.4. Adding images 4.1.5. Identifying and selecting templates 4.1.6. Editing a Design software template 4.1.7. Analyzing, comparing and critically evaluating the first draft		2		3	5
	4.2. Finalizing a publication / Printing	4.2.1. Rearranging text, graphics and photos in publications 4.2.2. Save a publication 4.2.3. Exporting in a useful format 4.2.4. proof-checking for specificity 4.2.5. Setting up printing		2		3	5
5. Wordpress <i>Is able to: create and maintain a website for a Wellness and Spa institution</i> <i>Knows: management systems for websites like WordPress</i>	5.1. Technical setup of WordPress	5.1.1. Setting up a WordPress domain name and hosting 5.1.2. Installing WordPress 5.1.3. Selecting a host 5.1.4. Determine an SSL certificate (public key certificate) 5.1.5. Identify WordPress settings 5.1.6. Customizing 5.1.7. Adding features		3		2	5
	5.2. Modifying data in WordPress	5.2.1. Select a theme 5.2.2. Identify and customize the theme 5.2.3. Main menu override 5.2.4. Installing extensions		3		2	5

		5.2.5. Starter templates					
	5.3. Individual project: building a website (for the Spa and Wellness sector)	5.3.1. Creative task: finding ideas 5.3.2. Implementing all knowledge of the “Digital Skill” module into one project		1		7	8

Recommended Teaching/Learning strategies and methods:

1. Use already existing resources / knowledge of participants
2. Allow for creativity - letting them choose what their own website in the Wellness sector could look like
3. Enable peer-feedback by building study groups (low, to no hierarchy)
4. Lean back to a role of support

References and Sources used:

The advantage of using widely used programs and/or open-source content is that the support online is immense.

1. [Word help & learning - Microsoft Support](#)
2. [Outlook help & learning - Microsoft Support](#)
3. [Aide & apprentissage d'Excel - Support Microsoft](#)
4. [Welcome to Excel \(office.com\)](#)
5. [Créateur de design en ligne facile & gratuit | Canva](#)
6. [Support – Official WordPress.com Customer Support](#)
7. [Example for the agency that built the website for “Royatonic” near Clermont-Ferrand: “Agence web Sequoiasoft s'occupe de la création de votre site internet”](#)

REQUIRED RESOURCES for module "Digital Skill" implementation

No	Resources	Amount
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Module "Digital Skill"

	<i>(identify with * the resources necessary in the company)</i>	<i>(for each student, for small groups, for whole group, etc)</i>
1.	Technological equipment and tools	
1.1.	Laptop / computer	1 each student
1.2.	Stable internet connection	1 each student
1.3.	MS Office Access * or OpenOffice	1 each student
1.4.		
1.5.	Domain * with different websites for use of WordPress	1 whole group
1.6.	Whiteboard / big screen (if lesson is in person) *	1 whole group
1.7.		
1.8.		
1.9.		
2.	Supplies, consumables, etc	
2.1.		
2.2.		
2.3.		
2.4.		
2.5.		
2.6.		
2.7.		
2.8.		
2.9.		

* In the company