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The background is white and filled with various colorful squares (pink, blue, green, yellow) and icons. The icons include a yellow square with an upward arrow, a blue square with three people silhouettes, a pink square with a house icon, a green square with a laptop, a pink square with an envelope, a blue square with a hand pointing at a screen, a green square with a network diagram, and a yellow square with a musical note. There is also a faint, large, multi-colored geometric shape in the center.

IMPROVING ICT COMPETENCES THROUGH SEARCHING FOR CULTURAL EVENTS

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1. Target group

- **Target group: adults with lower digital skills**
- **Number of people in a group: maximum 10**
- **Profile: it can be intergenerational group – youngsters can offer support to older members**

2. Goals

- Getting familiar with internet
- Getting to know various browsers
- Learning how to create suitable key words for searching on internet
- Getting to know websites with cultural events
- Learning about safety on internet
- Advanced: learning how to book and pay for online tickets

3. Preparation

- **Suitable classroom with suitable equipment:**
 - **Sufficient number of computers**
 - **Projector**
 - **Internet connection**
 - **List of website with local or national cultural events**



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4. Initial discussion with participants

- Discussion on previous knowledge about the use of internet
- Discussion about the cultural events participants like visiting
- Discussion about advantages of searching for cultural events on internet
- Discussion about advantages of booking and purchasing online tickets for cultural events

4.1 Some initial tips

- If initial discussion shows participants have different levels of knowledge - divide them into pairs with 1 more and 1 less skilled person

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5. Discussion on previous knowledge about the use of internet

- *Your task. Try to think of some of the support questions for facilitating a discussion (30 minutes exercise)*



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5.1 Some examples of questions

- Have you ever used internet?

- If yes:

- For what reason?

- How often?
like to learn?

- On which device?

- Do you like it?

If not:

- Why not?

- Would you

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6. Internet browsers

- Name and show different types of browsers:

- Internet Explorer
- Mozilla Firefox
- Chrome
- Apple Safari
- Opera

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6.1 Internet Explorer

- **Older versions – many security holes**
- **Not safe**
- **Relatively slow**
- **Not recommended, in some countries even forbidden**

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6.2 Mozilla Firefox

- **Stable**
- **Safe**
- **Fast**
- **Fast updates**



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6.3 Chrome

- Relatively safe and fast
- Not as much to offer as Firefox



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6.4 Apple Safari

- Relatively safe and fast
- Not as much to offer as Firefox
- Easy to use

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6.5 Opera

- Fast
- Contains widgets – small programs on our desktops for weather, games...

Perhaps the most recommended for use: Mozilla Firefox

7. Introduction to 'going online'

- Guiding the participants to the right icon on the computer
- Explanation of accepting the cookies (you can check them out)
 - improve browsing experience on a website
 - show personalized content and targeted ads
 - analyze site traffic
 - helps understand where their audiences come from

You can accept them or not – but some sites will not work if you don't



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8. Discussion about cultural events

- *Your task: Prepare support questions about cultural events the participants are interested in (30 minutes exercise)*

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8.1 Some examples of questions

- What cultural events do you like visiting?
- Where do you find information about cultural events?
- Where do you usually purchase tickets for these events?
- Do you ever use internet for searching cultural events?

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9. Forming search key words

- Do not write questions, but key words

- Better to use several key words

- Examples:

- You are interested in all cultural events in your city

Key words: cultural events, the name of your city

- You are interested only in musical events

- Key words: cultural events, music, concerts, the name of your city

9. Forming search key words

- You are interested in all cultural events in your town except concerts: cultural events -concerts, the name of the town

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9.1 Group work – forming key words

- **Divide participants into groups of 3 or 4**
- **Give each group a short text with description of the things you wish to search for**
- **Ask them to discuss and create the most appropriate search key words**
- **Ask them to put the key words into search bar and see what pops up**
- **Time: 30 minutes**

9.1 Group work – forming key words

- ***Your task: create one example of description of things you wish your participants to search for***
- **Example:**
 - **We want to find some interesting museums / exhibitions about World War II in our country**
 - **In national language and English**
 - **Open on Saturday afternoon**
 - **Guided tour in national language and English**

10. Websites

- **Prepare a list of some of the local and national websites for cultural events**
- **Divide websites among the groups and ask them to visit the sites and explore them**
- **Ask them to make a list of information you can find on a certain website**

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10. Websites

- After group work is finished, ask group members to report
- Create a list of websites according to what cultural events they offer:
 - For example: a list of websites where you can find concerts...
 - *Your task: prepare a list of the websites in your region you could use for the training (30 minutes)*

10.1 Extra tip

- If the participants previously attended a course where they learned for example about Google documents: ask them to fill in a common Google document with all the websites
- If they are beginners and if you have enough time, you can decide to teach them how to do that
- *You task: open a Google document and fill it in with the list of websites and what area they cover, write down the steps you have made while doing this (30 minutes)*



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10.2 Exercise

- Give out individual or group exercise:
- Examples
 - Find some concerts in your hometown
 - Find some theatre events in some nearby towns
 - Find some ballet performance in your country
 - *Your task: find some of the above mentioned events and put them into Google document (30 minutes)*

List the following: date, hour, location, price, ticket availability.

11. Booking and purchasing online tickets

- Show the participants a website that offers online bookings and purchase
 - Find an example where you can just book
 - Find an example where you can book and purchase
 - Explain the conditions: the right credit card, where they can check if they have the right card...

11.1 Practical example

- **‘Purchase’ a ticket for an event on.....**
- **Go through the booking procedure:**
 - **Fill in personal information**
 - **Explain what the sign * means**
 - **Choose the delivery type**
 - **Choose the payment method**
 - **Fill in the card details...**

11.2. Practical exercise

- Participants work in groups
- Each group receives instructions for a ticket they have to find on internet first and then 'purchase'
- *Your task: carry out the task described on the previous slide and write down the exact procedure (45 minutes)*

12. Safety on internet

- Use the website you know or somebody close to you knows
- Never buy anything online if a site that doesn't have SSL (secure sockets layer) encryption (URL for the site will start with HTTP**S**)
- give up as little personal data as possible
- Use strong and different passwords
- If shopping via a public hotspot, stick to known networks



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12. Safety on internet

- **Avoid shopping in public**
- **Check the website – use Forums on internet**

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12.1 Practical exercise

- Prepare some websites that offer purchase
 - Participants are divided into groups
 - Each group gets some websites
 - Ask them to check out the websites on internet and try to determine if they are safe or not
- Your task: think about what you wish to buy, find some websites, check if they are safe (30 minutes)*



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Virtual culture

- Explain the participants about the possibilities of virtual tours of museums, galleries, concerts...
- Benefits:
 - Enjoy the museum/gallery concert from the comfort of your home
 - Support local cultural institutions and artists
 - Visit/attend cultural events from distant places/countries



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Virtual tour of the Museum of Recent History Celje

- Link to the museum:

<https://www.muzej-nz-ce.si/virtualne-razstave/ziveti-v-celju/>

- *Your task: Take some time to take the virtual tour of the museum exhibitions*
- *List tasks and questions you could give to the participants about what info they should gather through the virtual tour (1 hour)*

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