

TRAINING OF LOW EDUCATED WORKERS FOR PRODUCTIVITY GROWTH (TOLEW) is a project aimed at workers in the construction, cleaning and wood working sectors of Kastamonu, Northern Turkey. Due to actual economic development, these sectors are currently growing very fast in the region. However, labour force capacity in Kastamonu is not growing at the same rate as economy itself, as the level of education of workers in the cleaning, wood working and construction sector is largely insufficient, in particular regarding basic and ICT skills.



proje ortakları



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**Educated
Worker,
Qualified
Company**

Basic Computer Education Curriculum

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TOLEW

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As the demand for unskilled and low-skilled workers is also declining, it is obvious that workers of the region need to be provided with better education, in order to raise productivity and competitiveness.

Rapid growing and usage of computers became an indispensable constituent for whole business sectors. Even it takes part not only in business life but also in social life in order to reach a standart

life quality. But in our developing country the high rate of unacquainted individuals with computers because of various reasons is a fact. The first step to solve this problem is to train on the issue of basic



computer education towards low educated laborforce whom unacquainted with computers yet. By this way, the workers will be acquainted with computers and internet, will be facilitated to access information and will taken the first step of their personal development. It is clear that the laborforce looked for in the future will be the users of information technology as the most efficient.

The objective of the work package is the development of education curricula of which the main titles are;

BASIC COMPUTER EDUCATION

- General information about computer systems
- Computer hardware structure
 - Physical components
 - Peripherals
 - Basic computer components an overview
- General information about operating systems and using Windows
 - Using Windows
- Computer networks, data security and viruses
 - Computer networks
 - Data security
 - Viruses
- Office programmes
 - Word processors
 - Spread sheets
 - Presentations
 - Databases
- Internet
 - Primary settings
 - Web browsers
 - E-mail

