

## The curriculum 'Current IT Topics in Vocational Education' 40 hours

General Information
<p><b>Educational Institution:</b> Valga County Vocational Training Centre</p> <p><b>Course Title (in Estonian, Russian, English):</b> Aktuaalsed IT-teemad kutsehariduses Актуальные ИТ-темы в профессиональном образовании Current IT Topics in Vocational Education</p> <p><b>Curriculum Group (according to the Continuing Education Standard):</b> Computer Use</p> <p><b>Language of Instruction:</b> Russian, English.</p>
Target Group and Learning Outcomes
<p><b>Target Group and Description</b> The course is designed for employees in businesses and offices, as well as educators, teachers, trainees, and other school workers who need to develop their digital skills to effectively integrate AI into their work and educational processes.</p> <p><b>Group Size:</b> 4-10 participants</p> <p><b>Requirements for Starting the Course</b> Basic computer skills. Possession of a Gmail account</p> <p>This training will empower participants to utilize AI tools in both their work processes (such as administrative tasks, content creation, and data analysis) and educational processes (such as lesson planning, student assessment, and personalized learning).</p>
Learning Outcomes (Learning outcomes are described as competencies that specify the knowledge, skills, and attitudes learners must acquire by the end of the learning process).
<p>Learners who have completed the training will:</p> <ul style="list-style-type: none"> <li>• Understand how artificial intelligence technology works, including the use of ChatGPT, GoPilot, Gemini</li> <li>• Be aware of the possibilities for image and audio editing using AI,</li> </ul>

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- Know the goals that can be achieved with artificial intelligence in a business and educational context and the limitations of this technology,
- Understand how AI tools support their professional and educational activities or work processes and be able to apply this knowledge through practical exercises to make their work more efficient,
- Be able to create documents, projects, and presentation materials using ChatGPT,
- Be able to create visual materials for visualization using AI and H5P

### **Relationship of Learning Outcomes to Professional Standards or Level Education Curriculum in EU countries**

The learning outcomes align with the following professional standards and competencies achieved:

Professional Standard: Office Assistant, Level 4

B.2.5: Enhances professional knowledge, participates in lifelong learning;

B.3.1: Document management and organization of archival work;

B.3.2: Supporting organizational work and public relations.

European Commission's Digital Competence Framework for Citizens (DigComp) 2.2

3: Digital content creation

4.2: Protecting personal data and privacy

5.2: Identifying needs and technological responses

5.3: Creative use of digital technology

### **Justification**

#### **Justification for the Target Audience and Selection of Learning Outcomes**

Artificial intelligence (AI) technology is rapidly advancing, bringing new tools that help businesses and educators perform their daily tasks more efficiently and effectively. Tasks that previously required significant time can now be completed automatically and more efficiently with the help of machines. This allows individuals to focus on more important tasks, saving both time and other resources. Additionally, these tools help better understand large amounts of data and make informed decisions.

This training introduces AI tools that make everyday work easier and smarter. It demonstrates how these tools can be used not only for data analysis and task automation but also for image searching and audio processing. Furthermore, learners will acquire practical skills for the safe and

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sensible use of AI tools, which is crucial for increasing daily efficiency and responsible technology implementation.

For educators, this training helps make their teaching style and skills more attractive by leveraging AI capabilities to personalize the learning process. It aids in creating individualized exercises and assessments, taking into account the unique characteristics and capabilities of each learner. H5P tools assist teachers in creating learning materials that accommodate individual learning paces and provide opportunities to redo practical exercises.

### Training Volume

Total training volume in ECTS credits: 2ECTS

Total training volume in academic hours: 40

### Course Content and Description of the Learning Environment, and Completion Requirements

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#### Day 1 (8 hours):

1. Introduction. Artificial Intelligence in European Vocational Colleges: Project Examples (2 hours)
2. Safe Use of Neural Networks . Safety Use AI in School(2 hours).
3. ChatGPT AI as a Teacher's Personal Assistant:
  - Creating individual quizzes and assessments using AI (2 hours)
  - Developing training programs and educational materials using ChatGPT (2 hours)

#### Day 2 (8 hours):

1. Alternatives to ChatGPT: Advantages and Differences (2 hours)
  - GoPilot by Microsoft
  - Gemini by Google
2. Creating Illustrations and Educational Materials Using Neural Networks and AI, Including Educational Films (6 hours)

#### Day 3 (8 hours):

1. E-Learning with AI (2 hours)
2. Sentiment Analysis and Plagiarism Detection Using AI for Student Assignments (3 hours)
3. Simulator Systems and Virtual Reality in Education (3 hours)

#### Day 4 (8 hours):

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1. Transforming Paper-Based Materials into Interactive Ones Using Neural Networks (4 hours)
2. Interactive Educational Materials Using H5P (4 hours)

### **Day 5 (8 hours):**

1. Educational Challenges Using AI (2 hours)
2. Creating Escape Rooms Using Genially (4 hours)
3. Project Ideas and Concluding Feedback (2 hours)

### **Requirements for Course Completion, Including Assessment Methods and Criteria**

#### **Course Completion Requirements**

To complete the course, learners must participate in at least 70% of the contact hours. and has completed at least 70% of all practical exercises.

#### **Assessment of Learning Outcomes**

The achievement of learning outcomes is assessed based on practical tasks performed during classroom sessions. The assessment is non-differentiated.

#### **Assessment Criteria**

To successfully complete the course, learners must complete the following three practical tasks and a test:

1. Documentation work with ChatGPT, GoPilot or Gemini
2. Creative work with images
3. H5P learning material

### **Trainer Information**

The course will be conducted by Educational Technologist at Valga County Vocational Training Center Mrs Eva Tšepurko,( a mathematics and informatics teacher, educational technologist (Master's degree), and adult educator Level 6 - Certificate No. 152345,)([eva.tsepurko@vkok.ee](mailto:eva.tsepurko@vkok.ee) ; +37255619274)