Leonardo da Vinci Programme, PROJECT: RO/03/B/P/PP175006; PROJECT TITLE: *"New Forms of Learning & Basic Skills for Advanced, inclusive Lifelong eVET in Internet Generated Occupation".*
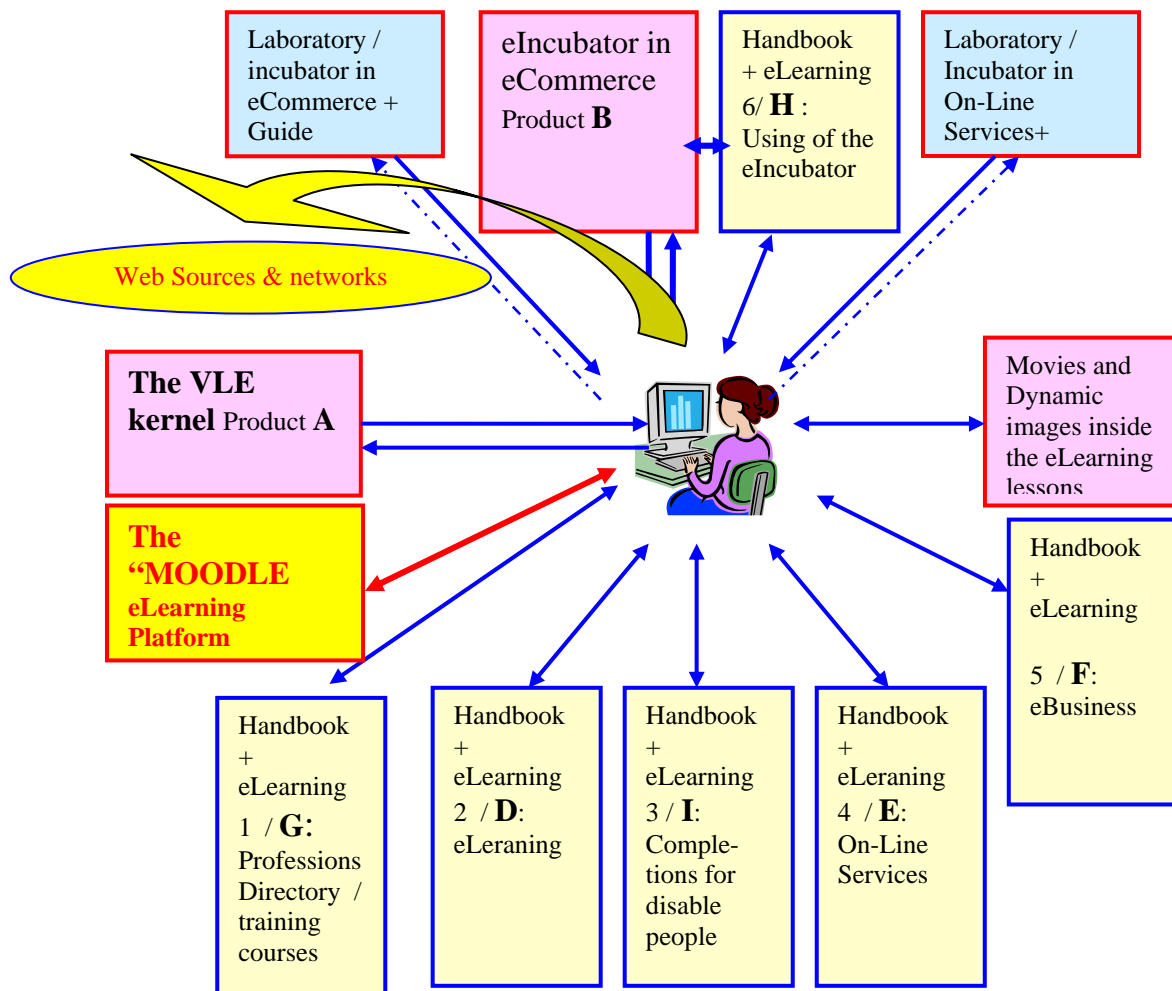
eEMPLOYMENT PROJECT.

ESSENTIAL GUIDELINES.

1. INTRODUCTION.

The Products generated by the eEmployment / RO/03/B/P/PP175006 Project / have edified one complete, practical, convergent and correlated system for the training in the Occupations Generated by Internet.

Laboratory / incubator in eCommerce + Guide

eIncubator in eCommerce Product **B**

Handbook + eLearning 6/ **H** : Using of the eIncubator

Laboratory / Incubator in On-Line Services+

Web Sources & networks

The VLE kernel Product **A**

The "MOODLE eLearning Platform

Movies and Dynamic images inside the eLearning lessons

Handbook + eLearning 5 / **F**: eBusiness

Handbook + eLearning 1 / **G**: Professions Directory / training courses

Handbook + eLearning 2 / **D**: eLeraning

Handbook + eLearning 3 / **I**: Comple-tions for disable people

Handbook + eLeraning 4 / **E**: On-Line Services

2. WHO ARE THE PRINCIPAL TARGET PEOPLE?

The principal target people are:
- disable people with mobility impairments,
- unemployed people, including young people which have leave, before ending, the school

3. WHICH ARE THE PRINCIPAL OCCUPATIONS GENERATED BY INTERNET?

The principal occupations generated by the Internet are:
- ☐ Internet On-Line services (for the working as or with ISPs and / or mini-ISPs- Internet Services Providers).
- ☐ eBusiness / eCommerce and related activities.
- ☐ Many other occupations presented in the lessons G1, G2 and in other lessons.

4. WHICH ARE THE DETAILED COMPONENTS OF THE eEMPLOYMENT SYSTEM OF PRODUCTS?

A. – VLE- the Virtual eLearning Environment for Vocational E & T and eVET in Internet Generated Productive Occupations. It includes:
- the kernel web site of the VLE- Virtual Learning Environment;
- the complementary web-site with the lessons in English, Dutch, German, Italian and Romanian (P6);
- the web-site with the lessons in Dutch (P5);
- the web site with the lessons in German (P3);
- the website with the lessons in Italian (P4);
- the eIncubator in eBusiness / eCommerce: eI (P7);
- the Incubator I_IOS, in Internet On-Line Services (P6);
- the Incubator I_eBeC, in eBusiness / eCommerce (P6);
- the TEST_FA, facilities for testing the resulted Products (P8).
- the web-sites for presenting the project: at P1 to P8,
- the connection to the Moodle free eLearning platform (P6).

B: The eIncubator, in eCommerce, for the learning by doing in eCommerce (the legal approvals / licences are necessary for doing real trade),

C. The eLearning lessons on the web-sites and CD-roms, placed on the web-sites indicated at the above point **A.,**

D. The Handbook D: *Guidance / Guidelines for VLE, eVET for Internet Generated Productive Professions. Guidelines regarding the generation of the eLearning materials.*

E. The Handbook E: *Training Handbook for Internet Generated Productive Occupations: On-Line services,*

F. The Handbook F: *Training Handbook for Internet Generated Productive Occupations: Internet Based Management and Achievement of Business including eBusiness,*

G. The Handbook G: *Compendium, Description, Guideline of Internet Generated Productive Occupations,*

H.The Handbook H: *Handbook of eIncubation (the creation of eMagazines),*

I. The Handbook I: *Handbook for the Internet Generated Productive Occupations for the Disabled <Persons> (with mobility impairments).*

Other edified products / elements or accomplished products / elements, such as SPS-Specifications Sheets for the Products, software licences and tools (Macromedia studio 8, Captivate, specialised software tools) and other.

5. THE FINDING OF THE eEMPLOYMENT SYSTEM AND COMPONENTS.

The system and components may to be accomplished from the addresses indicated in the special page eEMPLOYMENT ON-LINE, at the beginning of this handbook.
Also specific products are achieved on the CD-roms and also printed on paper.

6. WHICH ARE THE PRINCIPAL MODULES OF TRAINING?

The principal Modules of training, described in the lesson G1, are in:
- ☐ Training in Internet On-Line services (ISP and mini ISP Internet Services Provider functions).
- ☐ Training in eBusiness / eCommerce,
- ☐ Training in one of the above occupations, completed with aspects destined to the people with the mobility impairments.

7. HOW ARE CATEGORISED THE LESSONS FROM THE POINT OF VIEW OF THE LEVEL OF KNOWLEDGE.

After the level of knowledge, the lessons are divided in 3 categories:
1 -initial knowledge,
2 -medium knowledge,
3 -elevated knowledge.

The learner is necessary to respect the flux of training 1→2→ 3.

8. HOW TO USE THE eEMPLOYMENT PRODUCTS?
THE SELECTION OF THE FIELDS OF TRAINING..

The selection of the fields of training is your choice.

Before to select the occupation in which you desire to accomplish the training, it is necessary to pass through the lessons G1 and G2.
Supplementary it is necessary to pass through the lessons G3, G4, G5 and through the introductory lessons of the handbooks F (firstly, lessons F1 to F5) E (lessons E1 to E5), D (lesson D1).

After the accomplishing of this knowledge you may to propose himself one field of occupations.

For instance, to accomplish your preparation in eBusinness, sub-field eAdvertising, it is necessary to approach the Handbooks G, F and H insisting on the lessons focused on eAdvertising.
To accomplish the training in Internet Services is necessary to approach the Handbooks G and E.

The training, for all the fields, is necessary to start with the lessons: G1, G2, G3, G4, G5, G6.

In any case, one number of the lessons (precise indicated in the Lesson G1), from the Handbook E, are necessary for the preparation in eBusiness, even the handbook F is destined for training in eBusiness.

Vice-verso, a number of lessons (precise indicated in the lesson G1), from the handbook F, are necessary for the preparation in Internet On-Line services, even the handbook E is destined for the training in Internet On-Line Services.

If you intend to work in eBusiness, then it is imperative necessary to learn also the lessons from the handbook H.

The lesson H5 describes how to construct (assisted) and how to use (inclusive in really transactions, if you have the necessary approvals and registrations from the legal bodies) your own eStore inside the eIncubator and in the real eBusiness environment.

If you intend to work in the categories of eBusiness named eLearning, then is necessary to learn also selected lessons from the Handbook D.

The Handbook I is adding supplementary completions, usefully, firstly, for the people with the mobility impairments.

9. HOW TO LEARN.

The learning with eEmployment System has one, prevalent, practical character.

It is necessary to learn through the continuous using of your machine connected at Internet and working with your machine..

It is necessary to exercise the practical knowledge up to you understand their effects and advantages.

For learning is necessary to use the fluxes of learning presented in the tables of Modules (lesson G1).

It is recommendable to use the eLearning lessons. You have also the same lessons in the PDF format.

The eLearning lessons offer many facilities such as:

- Movies, explanations based on movies and on dynamic images,

- Quizzes, based on which you may to consolidate yours knowledge and also to verify, automatically, yours level of preparation.

- eIncubator. It is necessary to use intensive the practical facilities such as the eIncubator (for the training in eBusiness / eCommerce).
In the eIncubator you may to construct your own real eStore, to exercise, and, if you have the legal approvals and the agreement with the eincubator owner, to really practice eBusiness/ eCommerce.

The most successfully learning procedure is formed from 2 components:
- learning after the eLearning lessons, with own intensive practical exercises, and evaluation of the level of knowledge, inclusive based on the quizzes,
- face to face meetings with the trainer.

The eLearning lessons offer many facilities:
- the very large possibilities of the changing of the the dimensions of the characters,
- the using of the facilities of the used browser,
- the avoiding of the use of scroll (up to the medium size of the characters),
- the quizzes,
- the movies,
- the consistent bibliography,
- the elimination of the use of the frames: the taking of the screens are under difficulties,
- the easy navigation between pages, chapters etc,
- the possibility to view the lessons content with the mobile devices such as PDA, respective to apply the advanced Mobile Learning, and other.

10. OTHER RECOMMENATIONS AND CLARIFICATIONS.

10.1. These training courses offer the maximum efficiency when you learn with your PC or Lap-Top connected at Internet, and you intensive exercise the presented aspects.

You may to accomplish the knowledge and skills only by exercising.

10.2. The first creation of the lessons and of other materials, of this project, was in English Language.
After the generation of the lessons, in the English language, they were translated in Dutch, German, Italian and Romanian languages.

If you have, possible, some un-clarities in other languages than English language, it is recommended, firstly, to consult also the lessons in English language. For instance related to formulas or software

10.3. The lessons have the notations of the type: E7_NL. E7 signifies the lesson 7 from the Handbook E. NL signifies that the lesson is in the Dutch language.

10.4. The Version of the lessons in the English language includes also supplementary lessons.

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We wish you a consistent success in learning in occupations generated by Internet.

From the part of project's Promoter:

Gheorghe Mincu Sandulescu, University Professor Dr.
Mariana Bistran, Principal Scientist.