



RES POLIS
Centar za omladinski
i društveni razvoj



Co-funded by the
Erasmus+ Programme
of the European Union

INFOPACK

Sharing Design Your Job

BASIC HARDWARE/SOFTWARE MANIPULATION

19th – 29th of July,
Fruška Gora - Novi Sad, Serbia

Co-organised by:





BACKGROUND OF THE PROJECT

This project is a continuation of the “Design Your Job” initiative started in 2009 and funded by EACEA in 2012, 2016 and 2018, as well as by the Serbian National Agency in 2018. The overall goal of each project under DYJ is *Creating and testing new ICT education programs and methodologies suitable for systematic prequalification and re-training of unemployed or marginalised young people.*

Based on our experience in delivering the previous four DYJ projects, we have experienced that some young people can't participate in our educational activities because they don't know the basics of computer hardware & software. Some of them possess the skills in using advanced software, but lack some basics, for example, 'OS' or specific software crashes, or have hardware malfunction and they don't know how to repair it. In this project, we will offer them suitable training on basic computer hardware and software functioning.

Moreover, as *DIGITALEUROPE* stated, 52% of European workers are in need of reskilling. According to *European Commission* data, 32% of the EU workforce has little or no digital skills. European countries are facing a lot of challenges today. One of them is a big unemployment rate, especially among young people. Furthermore, lots of youngsters are leaving their countries. A great problem and great opportunity lie in the ICT sector. Hence, we wanted to welcome all young people willing to reconsider their career paths and reskill themselves in the ICT industries.

While a strong digital economy is vital for innovation, growth, jobs and competitiveness, *shortages of digital skills can be a significant barrier to the country's and Europe's economic development.* By motivating and giving young people a chance to participate in free ICT education programmes, we are giving them high-quality skills demanded in the labour market.



ABOUT THE TRAINING COURSE

This TC on **Basic Hardware/Software Manipulation** offers the participants an opportunity to learn:

- how to assemble a computer from different parts;
- how to do the hardware maintenance;
- how to install an operating system (OS);
- how to set BIOS;
- and how to install/work with basic software solutions (such as the Office package and Adobe Reader).

The TC will be based on **non-formal education (NFE)** methodology so we can transfer knowledge and develop relevant skills among the participants. Notably, participants will have daily input from the trainer and then they will be assigned to work in a bigger group, smaller teams or individually depending on the task at hand.

One of the main goals of the TC is to qualify young people to be able to properly set up a working machine and do the proper maintenance of it to ensure its long-lasting performance.

Keep in mind that you are required to participate in the TC fully or else the (co-)organisers can practise their right of not reimbursing your travel expenses. Any absence from the programme has to be accounted for with adequate proof and sound reason for it.



TRAINING AGENDA

DAY 1	AM	ARRIVAL DAY
	PM	<i>Dinner*</i>
DAY 2	AM	Introduction & Team Building
	PM	Youth Pass & Key Competencies
DAY 3	AM	How to Build a Computer
	PM	Choosing the Right Hardware
DAY 4	AM	Tools and Safety // CPU Installation
	PM	Cooling System and Memory Installation // Storage Drives
DAY 5	AM	GPU Installation // Cable connections
	PM	Peripherals Connection // BIOS set-up
DAY 6	AM	OS Installation
	PM	Installation of Drivers
DAY 7	AM	OS Performance Testing
	PM	<i>STUDY VISIT IN THE CITY</i>
DAY 8	AM	Software Installation
	PM	Windows Tips&Tricks
DAY 9	AM	OS Hygiene and Health Tools
	PM	Cyber Hygiene
DAY 10	AM	Testing Your Gained Knowledge // YouthPass
	PM	Final evaluation // Ceremony
DAY 11	AM	DEPARTURES
	PM	

**Three meals will be provided at the hotel, along with the two coffee-breaks between each 1.5hr long activity segment.*



VENUE AND ACCOMMODATION

The TC will take place at the **Hotel Norcev**, located at the beautiful mountain of *Fruška Gora* in *Syrmia* administrative part of Serbia with a part of its western side extending into eastern Croatia. The area under the Serbian administration forms the country's oldest national park.

The hotel itself is located 20km away from the **2019 European Youth Capital** and the current **European Capital of Culture, Novi Sad**. It is fairly close to the culturally-important town of **Sremski Karlovci**, the seat of the *Serbian Orthodox Church* and known for its many wineries.



Hotel Norcev, Fruška gora



The three meals will be provided during the TC with the additional two coffee breaks. Better yet, the hotel offers its relaxation and spa services to all guests, so don't forget to bring your swimming suits to treat yourself after workshops and learning activities, while the fresh air and splendid scenery await you before and after the programme.

This goes well with the hot weather that's predicted for that period of the month. **The average temperature predicted is 30°C during the day**, and around 18°C during the night.

DAY



31° Hi

RealFeel® 35°

Hot

RealFeel Shade™ 32°

Hot

So you don't need to worry, even with the heat and lots of new learning going on, there's going to be some space for your relaxation.

That's how learning should be done anyway!

Venue Address:

Put partizanskog odreda bb,

Fruška gora, Iriški Venac

Telefon: +381 21 4800 222

E-mail: office@norcev.rs



Useful tips and important information to have in mind:

- ✓ You will stay in 'twin' or three-bed rooms with a shared bathroom;
- ✓ Keep and bring all paper tickets and invoices (that you do not have in electronic form);
- ✓ Bring comfy summer clothes as it can get quite hot during this period;
- ✓ Make sure you have health and travel insurance;
- ✓ Keep an ID with you at all times in the city;
- ✓ Bring a reusable water bottle so we can reduce the plastic usage;
- ✓ There's a swimming pool at your disposal, so come prepared if you love swimming;
- ✓ Zero misbehaviour will be tolerated, such as alcohol or substance abuse; or absence from the programme.

COVID-related info:

As of now, there are no strict COVID regulations in Serbia: masks are not obligatory in any public space except medical institutions.

You are advised to regularly wash your hands and use hand sanitisers — and if it would make you feel safer, you can use masks in smaller places as well.

Don't forget health and travel insurance; *better safe than sorry!* :)



Currency:

The domestic currency is the Serbian dinar (RSD). The exchange rate for 1 € is approximately 117,00 RSD.

You can exchange foreign currency in exchange offices and banks in the city and at the airport/bus station. Be aware that it might be difficult to exchange coins here, so bring the paper bills instead. Credit cards are also an option, but you'd have to ask in advance just in case.

There is no significant difference in the exchange rates, except at the airport, hotels or gasoline stations, but it is not as noticeable for normal amounts of money.

Electricity:

220 V, 50 Hz

2 pin plugs are used throughout the country.

Emergency numbers:

Police – **192**

Fire department – **193**

Ambulance – **194**



HOW TO GET TO THE NORCEV HOTEL

If you travel to Serbia by plane:

You'll arrive at the **Nikola Tesla International Airport (BEG)**.

From the airport, you can reach the city either by taking the local transportation (**buses 71 or A1**) or a taxi. The bus tickets cost 100 RSD and 300 RSD respectively; as for the taxi, you'll need to take a voucher at the airport taxi service, near the exit (otherwise, unofficial taxis might try to take a lot more than the normal price so pay attention not to skip this step).

Both buses have the same starting point just outside the airport, on the left, when you exit *Terminal 2*.

The **bus 72** will go directly to "Zeleni Venac" near the Bus Station, so you can take off there and walk 5 minutes to the Belgrade Bus Station where you can find the intercity bus to Novi Sad (there's one every 30 minutes).

There's also a railway option, from the **Prokop Train Station**, but you'd need to change local transportation twice. Here's **the link** for the easiest route (via "Zeleni Venac" again). From there, you can take a new intercity train "Soko", or 'Falcon' in English, and be in Novi Sad in some 30 minutes.

Once you've reached Novi Sad, follow the guidelines below.



If you come directly to Novi Sad or have just arrived from Belgrade:

The best way to reach the venue is to take a taxi and share the costs among participants.

The other option is to have van transportation scheduled, which the organiser can do if you opt for it. In this case, you'd need to contact us in a timely manner.

Whatever route you choose, it is important to keep all the original invoices and tickets with yourself and give them to the organisers in order to be reimbursed properly.

If you need any clarification or have any questions whatsoever, do not hesitate to contact our Project Assistant, Mihajlo, via email at mihajlo.matkovic@respolis.org or his phone number **+381 65 56 73 760**.