



MUPYME Training Site

Online Training Platform

ACCESS AND USE HANDBOOK

June, 2017



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MUPYME Training Site

Online Training Platform

Introduction

This handbook is the basis for accessing the **MUPYME Training Site**, the online training platform that constitutes the fifth of the intellectual products that make up MUPYME project (O6 / A4: Open educational materials for the training process). **MUPYME Training Site** is a space in which housewives' future trainers will find contents and useful resources to design and to support their formation.

MUPYME Project aims to join together organisations from Italy, Portugal, Germany, Republic of Macedonia, Greece, Cyprus and Spain in order to encourage the incorporation of housewives into the labor market through improving the potential of the skills and abilities that they have already generated at their daily work at home.

The great value of **MUPYME project** is all the activities have been planned with a high teaching value for all the parties involved (trainers and housewives).

The fact that the **MUPYME Project** covers a transnational field, with the direct involvement of 7 countries, will allow the incorporation of different methodologies and procedures to the training strategy, resulting from the pooling of the expertise of all the entities involved.

Since **MUPYME project** partners are organizations dedicated to Adult Education and Lifelong Learning, each of them has turned into a trainer for their colleagues, applying the most appropriate educational techniques (according to each one's consideration) in order to inspire different working methodologies and improve, somehow, the training capacities of the other trainers within the project; always from the perspective of taking advantage of the capacities acquired by the housewives and with a strong motivational character: Boost entrepreneurship from emotion.

This has provided a **formative enrichment**, of course for the organizations that are part of the project, but we are sure that it will also be meant for those who approach MUPYME and decide to expand their information and to learn from this project and the products that have resulted from it.



Who is this training intended for?

Although the final objective of the **MUPYME Project** is women (housewives), this online training platform implies the need to train the people who will be in charge of the training of these women.

There is a great deal of interest in making these “trainers” improve their professional qualification so that they can properly transmit a business training to the group of housewives, taking into account the sensitivity and motivation that moves us within **MUPYME Project**.

MUPYME Training Site is focused on providing specific training for people who develop training courses and activities for housewives, and it is based on ethnomethodological techniques adapted to domestic production environments in order to project skills acquired in the domestic economy to the SME economy.

Ethnomethodology: is a sociological trend that emerged in the 1960s through the works of Harold Garfinkel.

Ethnomethodology is based on the assumption that all human beings have a practical sense with which they conform the rules according to a practical rationality that they use in daily life. In simpler terms, it is a sociological perspective that takes into account the methods that human beings use in their daily life to sit, go to work, make decisions, engage in a conversation with others.

Objectives

Within **MUPYME project** a training strategy and a methodological guide have been designed for developing a training process, which have been focused on adapt business skills for housewives skills. The whole **MUPYME Training Plan** has been structured in 7 knowledge areas, each of which has been developed by a project partner:

KNOWLEDGE AREA		PARTNER
1	Accounting	ADAE
2	Enterprise organization and human resources	KERIGMA
3	Maintenance and sustainability	UPF
4	Quality, risks prevention and safety plan development	CAEA
5	Sales and purchases and marketing	FEUP
6	Informatics	DAFNI KEK
7	Strategic plan development	DVV INTERNATIONAL



Within the online training platform "**MUPYME Training Site**", different alternatives are offered to teach the above KNOWLEDGE AREAS, allowing to learn about new techniques, classroom strategies, teaching methods, concepts or materials, which will offer to housewives' future trainers a wide variety of options so that they can design their own course, with the materials and resources that they consider more appropriate.

The purpose of this section is therefore to provide all the necessary information to the housewives' trainers about different Knowledge Areas and different approaches how to address them.

The challenge we present to the trainer is to go through all the content within the **MUPYME Training Site**, to self-enrol in the different "courses" (each one corresponds to a knowledge area), to analyse the different methodologies proposed by MUPYME partners, to review the material they offer, and to take what he or she considers most interesting and to adapt it, or shape it, according to the group he/she wants to deliver the training.

In this training platform, and through this project, we do not offer closed, strict and inflexible training; quite the opposite. **It offers a tool, a reference, a series of resources and training materials, from different backgrounds and cultures, but with a common bond: to respect the skills and knowledge already acquired by housewives.** The selection of the most efficient resources and best adapted to the target group will be a decision of the trainer. The idea is everyone to be self-taught, to study and to get to know his/her target group, and to be able to use what is most useful for this group.

Principles and ideas on which the training program is based

Below are some of the ideas and principles on which we have supported from **MUPYME project** to create the platform and its content. Thus, whoever has an interest in the project will know what motivated us and it will be easier to design their own training course:

- Traditional approaches of teaching housewives will be questioned, assessing the degree of effectiveness and social integration of the same.
- The methods to be applied will demonstrate a sense of creativity in their approach, as well as an effective use of resources.
- A multidimensional and / or interdisciplinary approach will be considered.
- The materials and techniques will be innovative.
- The materials and techniques will be economically and temporally sustainable.
- The materials and techniques will be replicable in other adult education centers.
- Quality versus quantity
- Women do not have time to attend to a very complicated or structured training program. They have other obligations and can leave the training at any time.
- This is why the program and the didactic materials must be flexible and motivational. The women should have the opportunity of selecting what they want to learn and when, being able to combine it with their daily activity without any great effort.
- It is better to be concise and practical, not very detailed.



- Important to propose practical ideas that motivate the women to continue with the training. Focused in being more creative and innovative compared to traditional training.
- To provide women tools that help them to show what they do and how they give added value to society with their work (at this point ICTs are very important).
- Activities like creativity games, find the solution games, team building... help to create bonds and make relationships between them, in order to create a comfortable atmosphere where learners can feel confident and develop their sociable and business skills.
- The biggest risk is not taking risks: idea that has to be transmitted to women. They should leave their comfort zone to make their business happen.
- To propose the trainers of housewives organize trips and visits to companies, factories or industries that allow them to show how the work is developed moreover it lets take a fresh air experience out of the “classroom” (i.e. to visit a Recycled paper installation)
- Another interesting practical activity: meetings with entrepreneurial women.
- A good idea maybe is to pre-test the women to know what knowledge they already have.





MUPYME Training Site

MUPYME Training Site is accessible through a Moodle Platform.

This platform includes all the materials developed by the different partners withing **MUPYME project**, organized in knowledge areas (courses), which are structured by modules and units, from which you access to content, downloadable material, links to electronic resources, discussion forums, questionnaires, multimedia content and other relevant material for the purpose of **MUPYME project**.

This online training platform is an open tool for potential stakeholders interested in adult and lifelong learning, especially for housewives.

Access to online training platform (Log in)

MUPYME Training Site access options:

- By selecting the link: www.training.mupymeproject.eu
- By selecting the proper menu at MUPYME website: www.mupymeproject.eu

Employment and Women in Europe

HOME

THE PROJECT

WORK PROGRAMME

PARTNERS

ERASMUS+

DOCUMENTS

WORK SPACE

NEWS

WHAT INSPIRES US?

EXTERNAL EXPERTS PANEL

MUPYME TRAINING PLATFORM

Select language

Twitter

MUPYME PROJECT
From Household economy to SME economy (Small and medium enterprises)

MUPYME PROJECT

sepie

Erasmus+
Project n°: 2015-1-ES01-KA204-015937

Women with experience in their **home economy** have acquired skills that can be **applied in business**, but they do not even know it.

MUPYME Project, with **innovative** and **motivational** approaches, aims to bring about a process of **awareness** in housewives and to **encourage the potential** of the skills and abilities that they have already **generated at home**, and how they can use them to the management of an SME.

Video summary of the project by its protagonists

MUPYME Project



Once inside **MUPYME Training Site** you must log / identify yourself in the upper right corner (Log in).

If you are already logged in **MUPYME Training Site**, indicate your Username / email and password, and press LOG IN.

If this is your first time accessing to **MUPYME Training Site**, you must "Create new account".



Complete data required to register the new account.

IMPORTANT: from this moment to access the Platform, data that are requested will be username or email address, as well as the password.

MUPYME Training Site English (en) You are not logged in. (Log in)

MUPYME
Home Log in New account

New account

▼ Collapse all

▼ Choose your username and password

Username*

Password [Click to enter text](#)

▼ More details

Email address*

Email (again)*

First name*

Surname*

City/town

Country

[Create my new account](#) [Cancel](#)

Once you have completed your data and clicked "Create my new account", following message will appear:

MUPYME Training Site English (en) You are not logged in. (Log in)

MUPYME Training Site

Home > Confirm your account

An email should have been sent to your address at xxxxxx@xxx.com
It contains easy instructions to complete your registration.
If you continue to have difficulty, contact the site administrator.

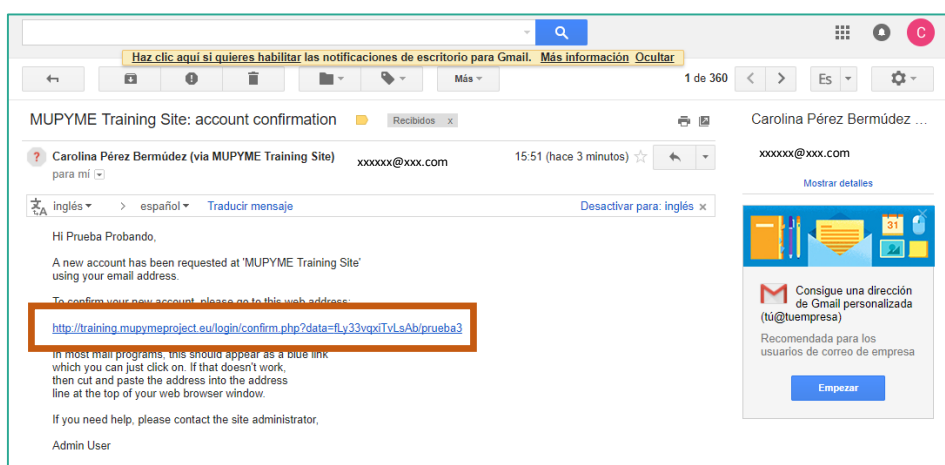
[Continue](#)

You are not logged in. (Log in)
[Home](#)

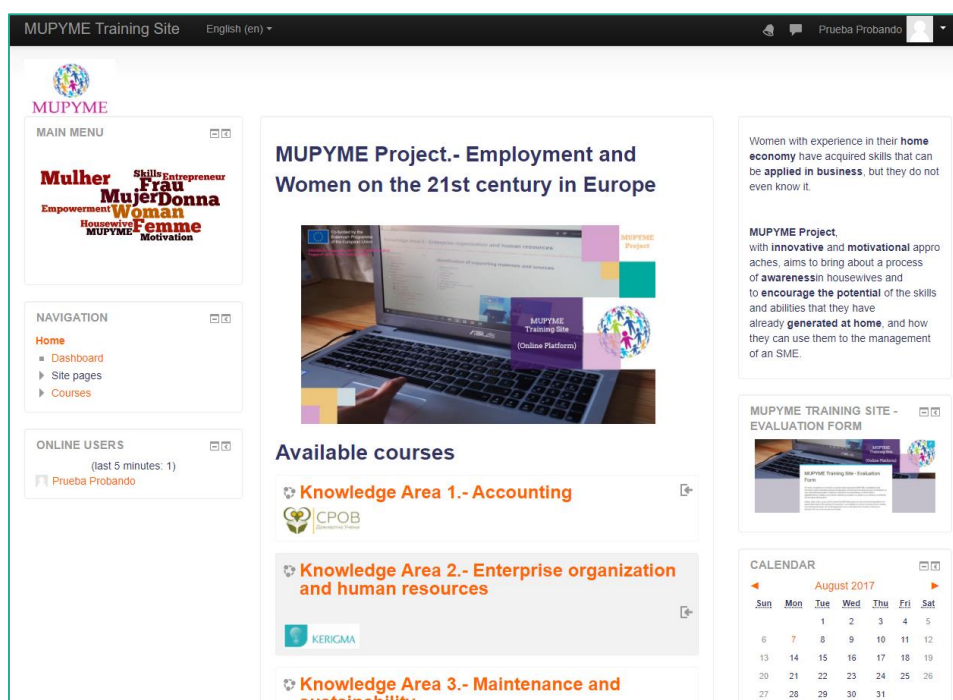


Before "CONTINUE" you must go to the email account you have provided, to complete your registration.

You should have received an email indicating that a new account has been requested at **MUPYME Training Site**. Just click on the link to enable its access.



Clicking on the link you will be logged into **MUPYME Training Site** where, now, you will be able to browse the platform, to enrol in the courses that interest you and to edit your profile.





In AVAILBLE COURSES, you will be able to consult the different "Knowledge Areas" developed within MUPYME project, as well as the organizations that have been working on them.

These are the available courses within the training:

The screenshot displays the MUPYME Training Site interface. The top navigation bar includes the site name, language (English), and a user profile. The left sidebar contains a main menu with a multilingual logo (Mulher, Skills, Entrepreneur, Frau, Mujer, Donna, Empowerment, Woman, Housewife, MUPYME, Motivation), a navigation menu (Home, Dashboard, Site pages, Courses), and online users (Prueba Probando). The main content area features a header for the MUPYME Project and a central image of a laptop displaying the training site. Below this, a section titled "Available courses" lists seven knowledge areas, each with a logo and a brief description:

- Knowledge Area 1.- Accounting** (CPOB)
- Knowledge Area 2.- Enterprise organization and human resources** (KERICMA)
- Knowledge Area 3.- Maintenance and sustainability** (UNIVERSIDAD POLITÉCNICA DE VALENCIA)
- Knowledge Area 4.- Quality, risks prevention and safety plan development** (C.A.E.A. S.E.E.K.)
- Knowledge Area 5.- Sales and purchases and marketing** (WIKI-EDUCATION)
- Knowledge Area 6.- Informatics** (RAJUNIKER)
- Knowledge Area 7.- Strategic plan development** (vhs international)

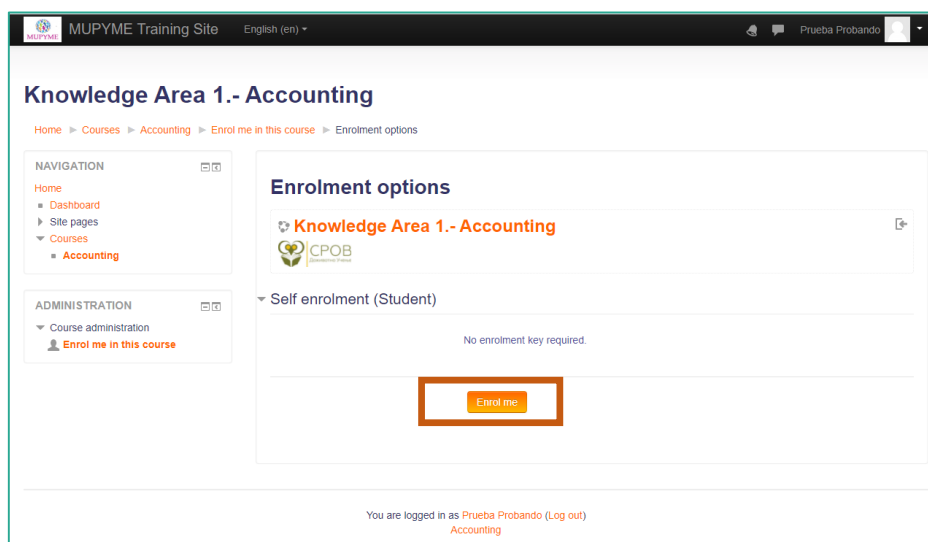
On the right side, there are additional sections: a text box about women's skills, a "MUPYME TRAINING SITE - EVALUATION FORM" section, and a calendar for August 2017.



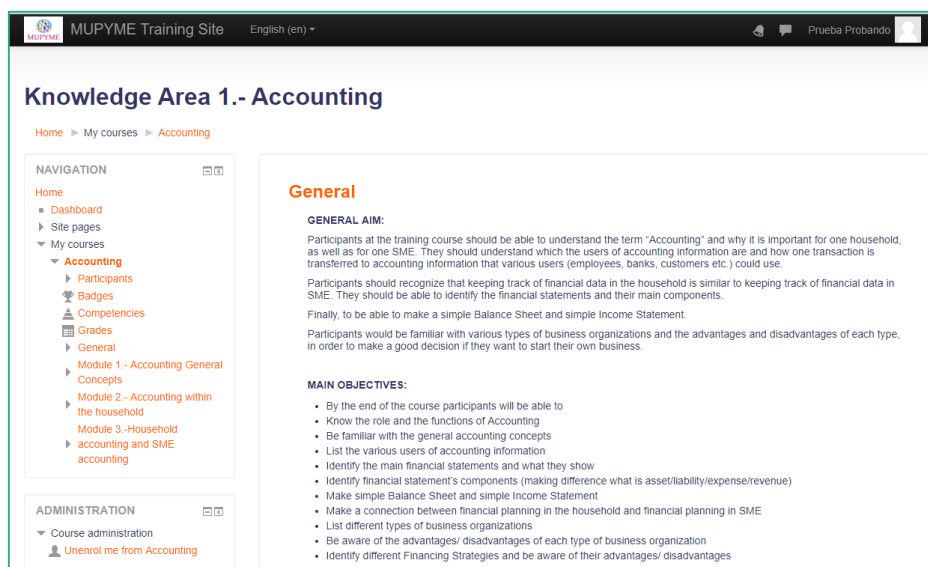
To access the content of each of the courses (Knowledge Areas) you must enrol in those that interest you.

How to enrol in courses? (Self-enrolment)

To self-enrol in a course, you must click on the "Knowledge Area" of the list and you will be lead to the page of enrolment options.



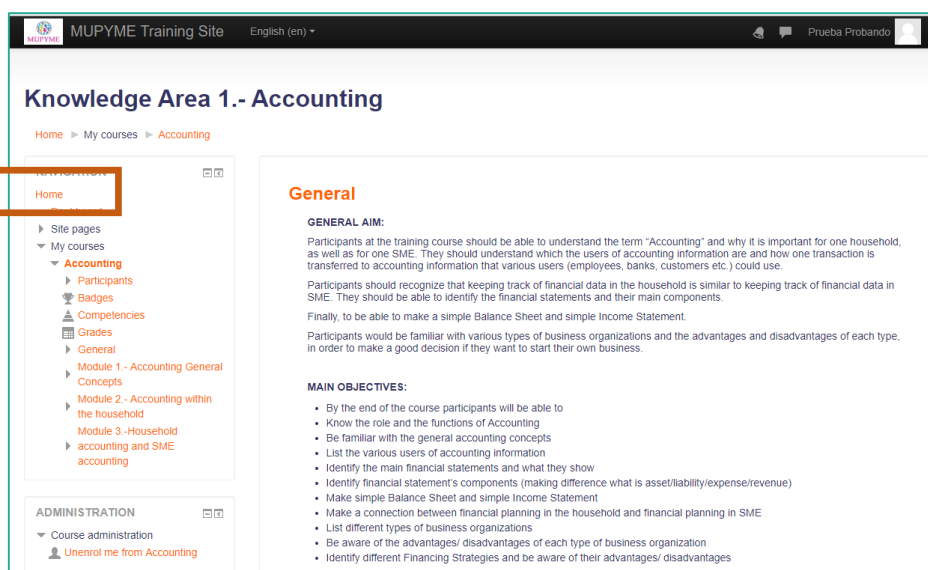
Simply click on the "Enrol me" button to complete the registration and to access the contents of the selected Knowledge Area.



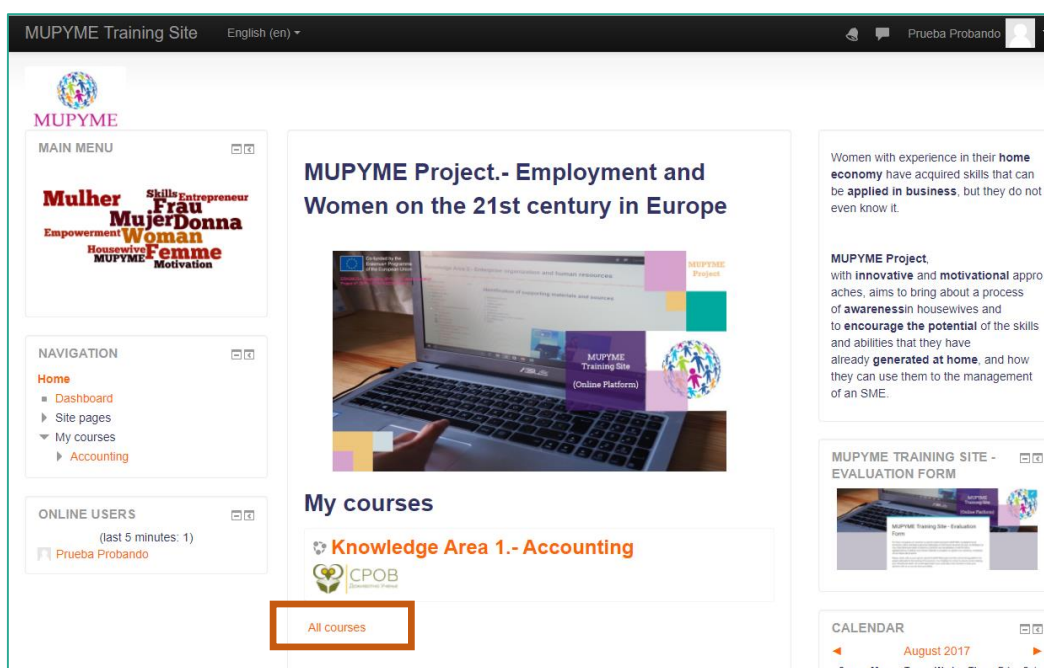


ATTENTION: General content of all courses is available in English. However, within the respective courses you can find materials in the mother tongue of the corresponding country that has developed them.

To return to the main menu of available courses, if you are inside a course, in the menu on the left, by clicking on the "Home" option, courses in which you are already enrolled will appear.

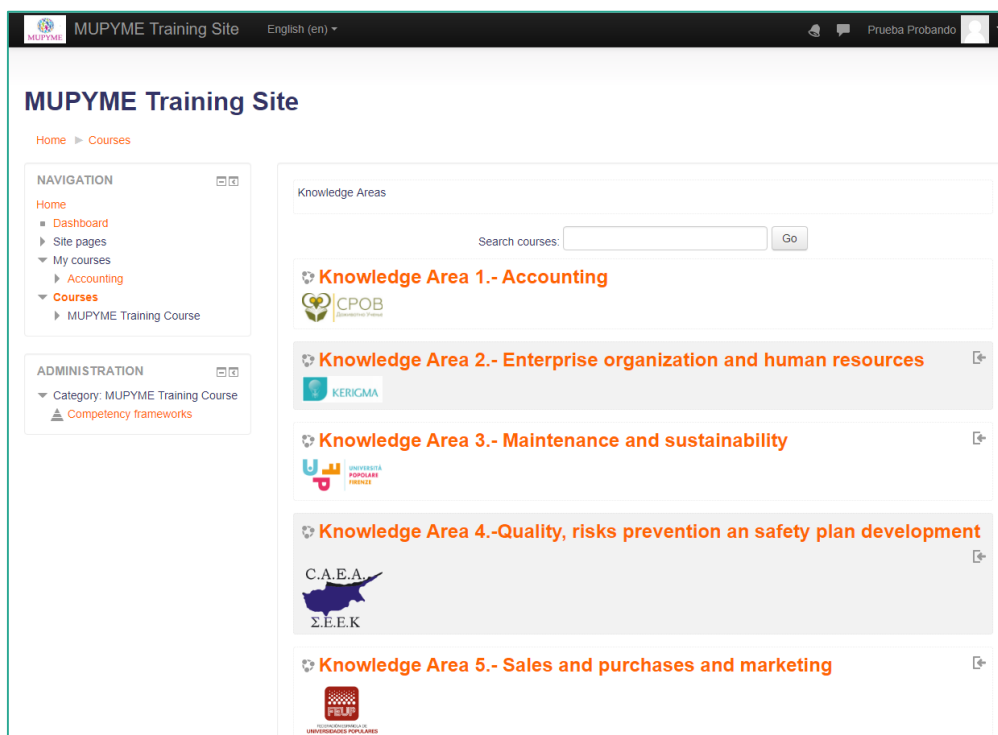


If you click on "All courses" you will be able to see all the available courses in **MUPYME Training Site**.





This way, you can continue enrolling in any other "Knowledge Area" in which you are interested. You can repeat the self-enrolment procedure with as many courses as you wish (there is no limit).



NOTES:

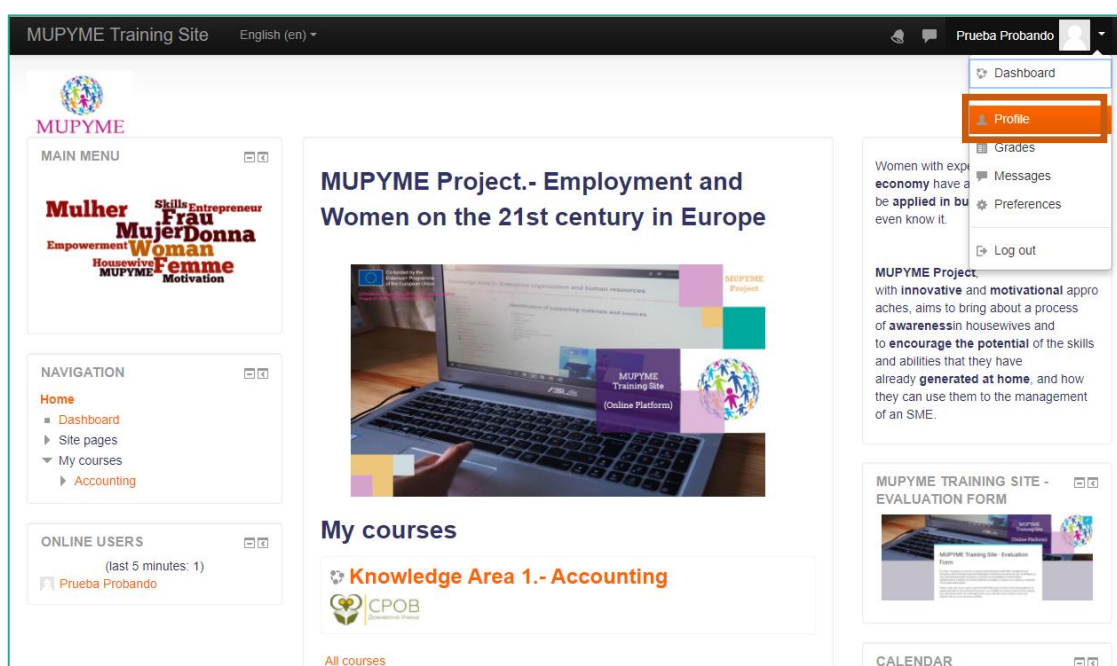
- * You should repeat the action of enrolling in all Knowledge Areas you access.
- ** Enrolment options will appear only the first time you access each Knowledge Area.



Here are some brief instructions for configuring your student profile, communicating with other participants or changing your password, which can be useful to you.

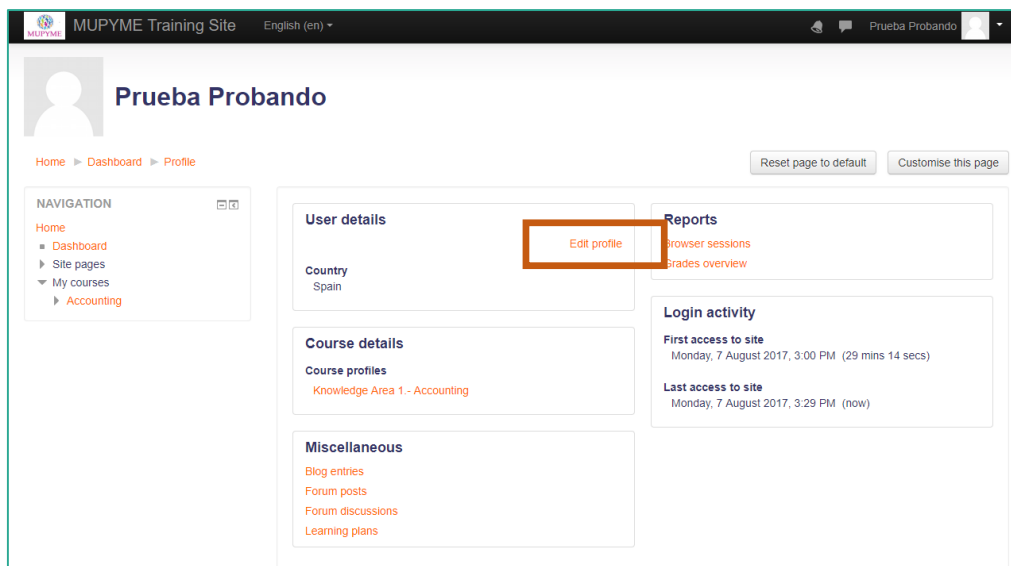
Student profile

If you want to customize the data that appears in your profile, from HOME page of **MUPYME Training site**, click on the upper right corner, where the name with which you have registered is displayed, and then click on "Profile".

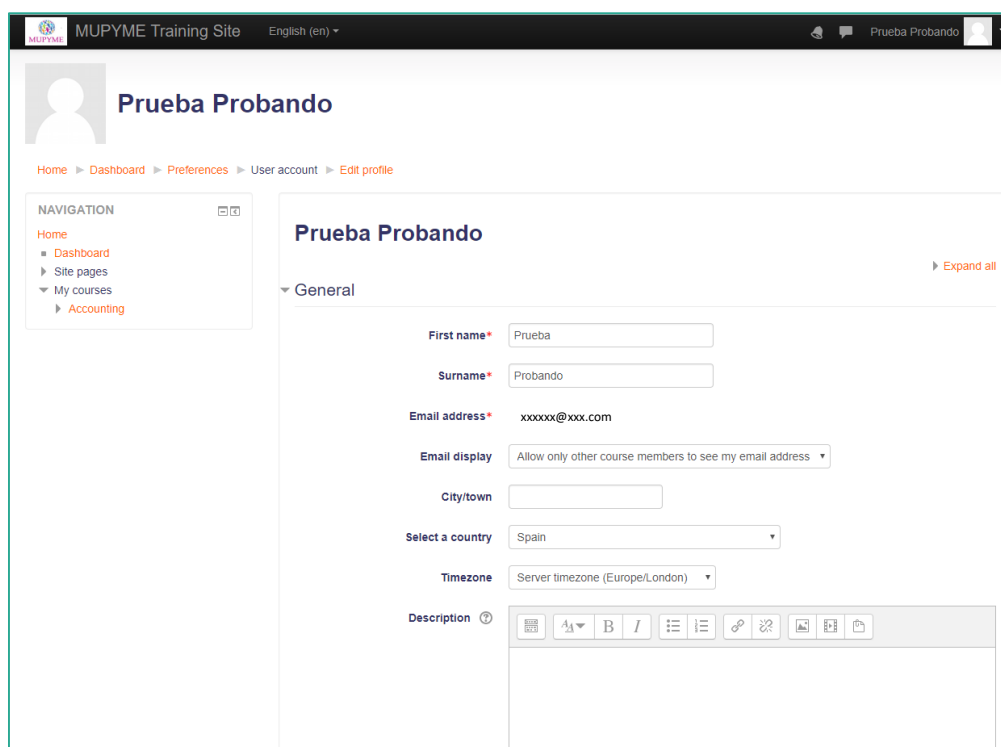


Profile shows general and public information of the user, such as:

- "User details". Personal data, such as your email, your country and your city.
- "Course details". List of courses to which you have access.
- "Miscellaneous". Quick access to all messages posted by the user in the Platform Forums.
- In "User Details" you can edit your profile, change the data previously provided, expand information and even add an image that identifies it.



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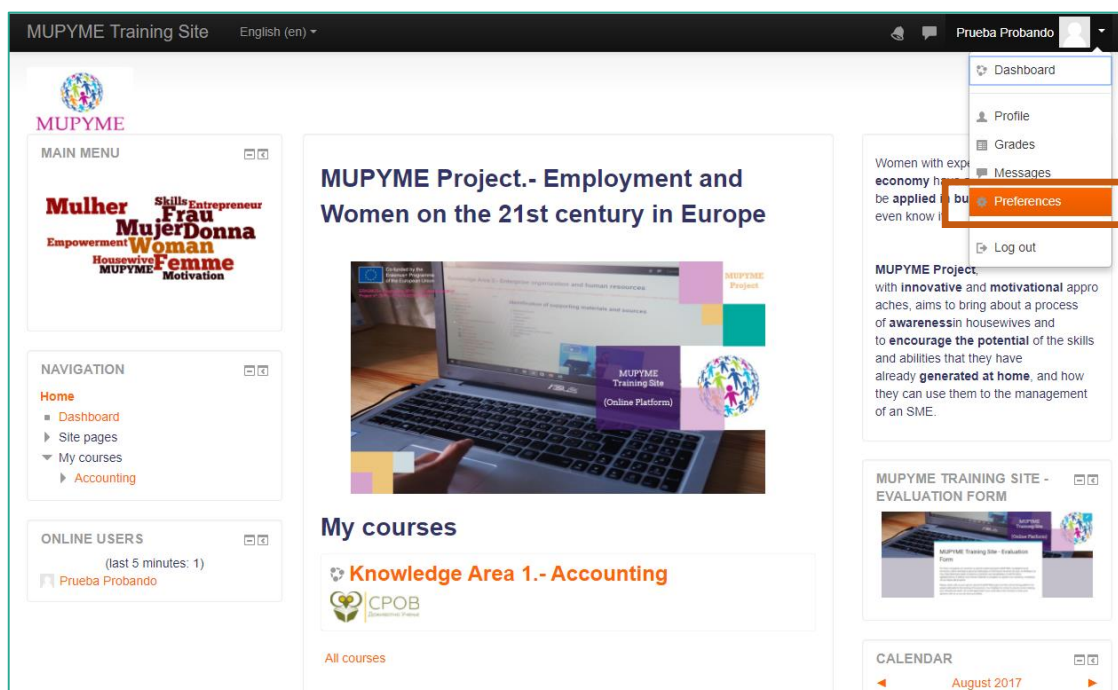


To save changes, always before leaving, click "Update profile".

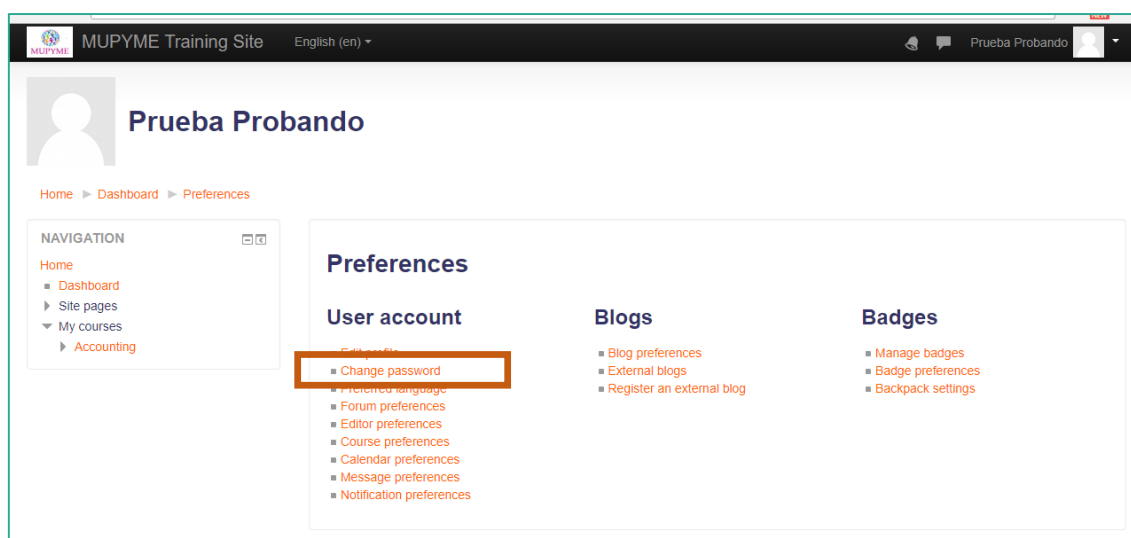


Change Password

If you want to change the password you initially indicated, from HOME page of **MUPYME Training site**, click in the upper right corner where the name with which you registered is displayed, and then click on "Preferences".



Under "user account" select "change password".





Enter your initial password, the new one you want to access, and "Save changes".

MUPYME Training Site English (en) Prueba Probando

Prueba Probando

Home ▶ Dashboard ▶ Preferences ▶ User account ▶ Change password

NAVIGATION

- Home
- Dashboard
- Site pages
- My courses
 - Accounting

Change password

Username prueba3

Current password*

New password*

New password (again)*

Save changes

There are required fields in this form marked *.

Forget password

If at the time of accessing to **MUPYME Training Site** you do not remember your password, you have the option to recover it. Use the option that appears in the logging menu.

MUPYME Training Site English (en) You are not logged in.

MUPYME

Home ▶ Log in to the site

Log in

Username / email

Password

☐ Remember username

Log in

Forgotten your username or password?

Cookies must be enabled in your browser ⓘ

Some courses may allow guest access

Log in as a guest

Is this your first time here?

For full access to this site, you first need to create an account.

Create new account

You will be taken to a page where you are asked for your username or email.



Fill in any of the fields and you will receive an email with instructions to reset your password and again access **MUPYME Training Site**.

Other participants

Para saber qué otros usuarios hay conectados al mismo tiempo en MUPYME Training Site, desde el menú “Área personal” accederá a los cursos en los que está matriculado.



To know what other users are connected simultaneously in **MUPYME Training Site**, clicking in **DASHBOARD** you will access to the courses you are enrolled in.

In addition, in the lower right corner, the users who are currently visiting the MUPYME Training Site will appear.



On the other hand, within each course or "Knowledge Area" you can consult the participants enrolled in it.

To do this, within the specific course, clicking on the "participants" menu you will access to this information.

Knowledge Area 1.- Accounting

Home ► My courses ► Accounting

NAVIGATION

- Home
- Dashboard
- Site pages
- My courses
 - Accounting
 - Participants**
 - Badges
 - Competencies
 - Grades
 - General
 - Module 1.- Accounting General Concepts
 - Module 2.- Accounting within the household
 - Module 3.-Household accounting and SME accounting

ADMINISTRATION

- Course administration
- Unenrol me from Accounting

General

GENERAL AIM:

Participants at the training course should be able to understand the term "Accounting" and why it is important for one household, as well as for one SME. They should understand which the users of accounting information are and how one transaction is transferred to accounting information that various users (employees, banks, customers etc.) could use.

Participants should recognize that keeping track of financial data in the household is similar to keeping track of financial data in SME. They should be able to identify the financial statements and their main components.

Finally, to be able to make a simple Balance Sheet and simple Income Statement.

Participants would be familiar with various types of business organizations and the advantages and disadvantages of each type, in order to make a good decision if they want to start their own business.

MAIN OBJECTIVES:

- By the end of the course participants will be able to
- Know the role and the functions of Accounting
- Be familiar with the general accounting concepts
- List the various users of accounting information
- Identify the main financial statements and what they show
- Identify financial statement's components (making difference what is asset/liability/expense/revenue)
- Make simple Balance Sheet and simple Income Statement
- Make a connection between financial planning in the household and financial planning in SME
- List different types of business organizations
- Be aware of the advantages/ disadvantages of each type of business organization
- Identify different Financing Strategies and be aware of their advantages/ disadvantages

Knowledge Area 1.- Accounting

Home ► My courses ► Accounting ► Participants

NAVIGATION

- Home
- Dashboard
- Site pages
- My courses
 - Accounting
 - Participants**
 - Course blogs
 - Prueba Probando
 - Badges
 - Competencies
 - Grades
 - General
 - Module 1.- Accounting General Concepts
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ADMINISTRATION

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Participants

My courses: Accounting | Inactive for more than: Select period | User list: Brief

Current role: All participants

All participants: 2

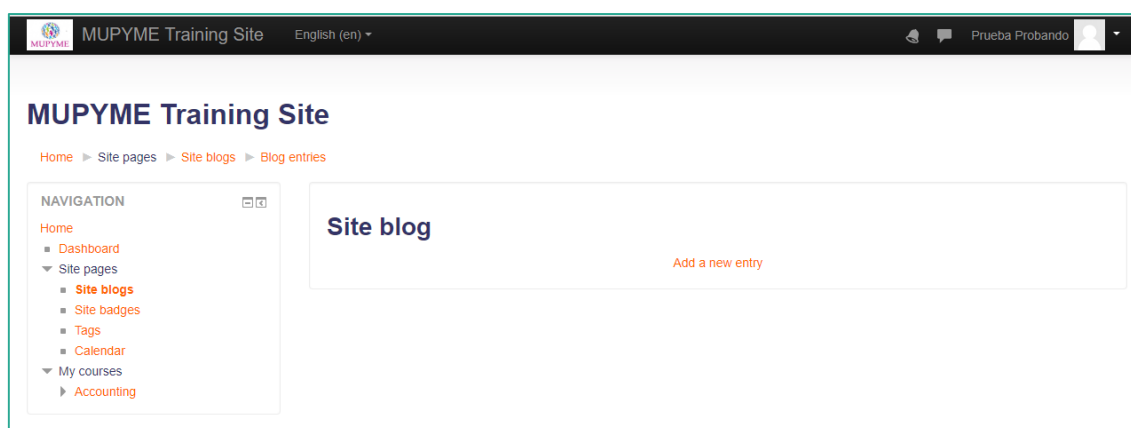
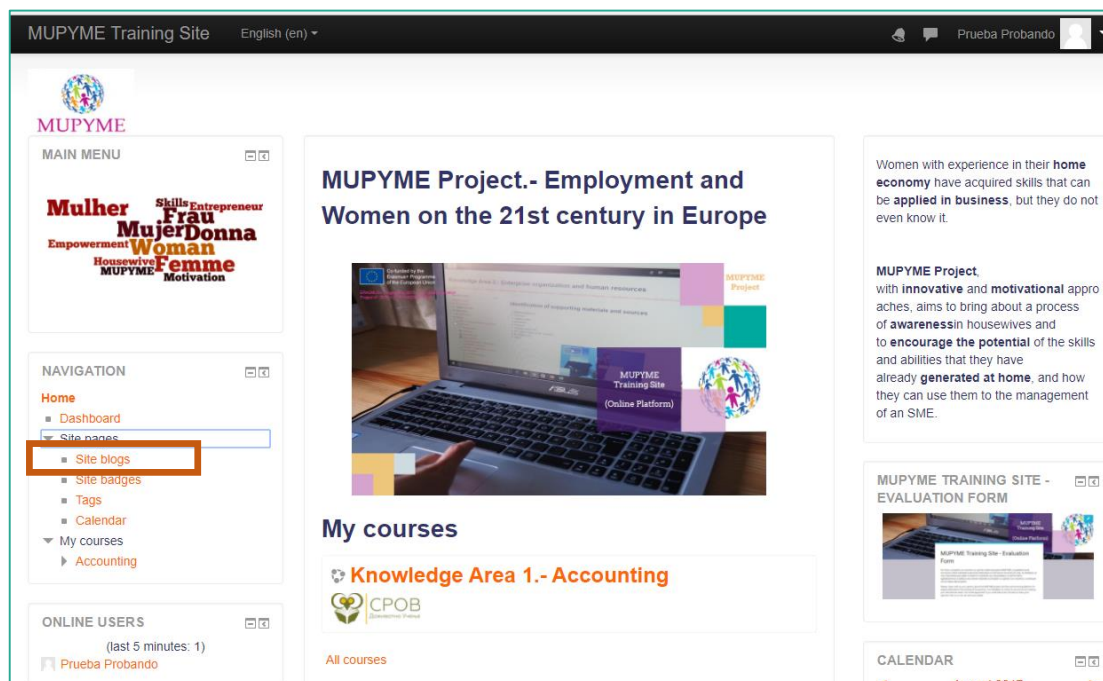
First name : All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
Surname : All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

User picture	First name / Surname	City/town	Country	Last access to course
	Prueba Probando		Spain	3 secs
	Carolina Pérez Bermúdez		Spain	3 days 3 hours



If you want to interact and exchange opinions with other participants, you can do it through the Blog tool, either by writing an entry or by commenting on other users' comments.

To write an entry or consult other entries of **MUPYME Training Site**, through "Site Pages" you can access the Site blogs.



On the other hand, all the courses or "Knowledge Areas" have their own Blog to speak about specific topics of each of them.



MUPYME Training Site English (en) Carolina Pérez Bermúdez

Knowledge Area 1.- Accounting

Home > My courses > Accounting Turn editing on

NAVIGATION

Home

- Dashboard
- Site pages
- My courses
 - Accounting
 - Participants**
 - Course blogs**
 - Notes
 - Carolina Pérez Bermúdez
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 - Module 1.- Accounting General Concepts
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 - Quality, risks prevention an safety plan development
 - Sales and purchases and marketing
 - Informatics
 - Strategic plan development

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Finally, to be able to make a simple Balance Sheet and simple Income Statement.
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- Be aware of the advantages/ disadvantages of each type of business organization
- Identify different Financing Strategies and be aware of their advantages/ disadvantages

Module 1.- Accounting General Concepts

Didactic Unit 1.1: The Role and Functions of Accounting

MUPYME Training Site English (en) Carolina Pérez Bermúdez

Knowledge Area 1.- Accounting

Home > My courses > Accounting > Participants > Course blogs > Blog entries

NAVIGATION

Home

- Dashboard
- Site pages
- My courses
 - Accounting
 - Participants
 - Course blogs**
 - Notes
 - Carolina Pérez Bermúdez
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 - Enterprise organization and human resources
 - Maintenance and sustainability
 - Quality, risks prevention an safety plan development
 - Sales and purchases and marketing
 - Informatics
 - Strategic plan development

Blog entries about Knowledge Area 1.- Accounting

[Blog about this Course](#)



MUPYME Training Site – Evaluation form

When you have reviewed all the content you have access to through the **MUPYME Training Site**, please complete the **evaluation form** located on the HOME Page of the platform.

The screenshot shows the MUPYME Training Site interface. The top navigation bar includes the site name, language (English), and a user profile. The main content area is divided into three columns. The left column contains a 'MAIN MENU' with a word cloud and a 'NAVIGATION' section with links to Home, Dashboard, Site pages, Site blogs, Site badges, Tags, Calendar, and My courses. The middle column features a large banner for the 'MUPYME Project.- Employment and Women on the 21st century in Europe' with a laptop image and a 'My courses' section for 'Knowledge Area 1.- Accounting'. The right column contains text about the project's goals and a 'CALENDAR' section for August 2017. A red box highlights the 'MUPYME TRAINING SITE - EVALUATION FORM' link in the right sidebar.

For us it is very valuable to know your opinion about **MUPYME project**, the results developed within it and fundamentally the online training platform aimed at people dedicated to the training of housewives.

Your feedback is very important to know if we are meeting your training needs. We thank you, therefore, if you devote a few moments to share your opinion with us and will contribute to the improvement of the project and the future training of housewives.

[Access to evaluation form](#)



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of the European Union



MUPYME

Employment and Women on the
21st Century in Europe

MUPYME Training Site – Access and Use Handbook
ERASMUS+ Programme 2015 – KA2 Adult Education
Project n°: 2015-1-ES01-KA204-015937

Now you can browse freely through **MUPYME Training Site**.

We encourage you to consult the information contained in all knowledge areas, to learn about the didactic units, classroom strategies, contents and resources proposed by the MUPYME partners, and above all to feel free to design your tailored made course, keeping in mind the final students, and complementing it with all the materials that motivates them to deploy their skills and start their own business.

Lots of courage and good luck!

