

Technology Literacy

Module Title: *Technology Literacy*

Nominal Duration: *14 hours*

Course contents

1. Introduction to Computers (theory 1 hour)

1.1.What is computer?

1.2.Major characteristics of computers

1.3.Types of computers

1.4.Generations of computers

1.5.Parts of computer

- Input devices
- Output devices
- Processing unit
- Memory

2. Connecting peripheral Devices (practice, 2 Hours)

2.1.Different Ports on computers

- USB ports and their functions
- VGA port and its function
- Audio port
- Internet port (RJ-45 port)
- Power cord
- Other ports

2.2.Connecting devices to ports

- Connecting keyboard and mouse to computer
- Connecting monitor
- Connecting USB devices (flash disk etc...)
- Connecting audio devices
-

3. Opening computers (practice, 1 hour)

3.1.Checking power Sources

- Power outlets on the wall
- Dividers or any power source from which the computer gets power

3.2.Plugging power cables

- Make sure the system unit power cable is plugged in
- Make sure the monitor power cable is plugged properly

3.3.Turning on the computer

- Pressing the power button on the system unit
- Follow the instruction (sometimes the computer may ask to press F1 to continue)
- Enter password if necessary
- Wait for 1 minute until the computer is ready to work

4. *Operating mouse and keyboard (practice, 5 hours)*

4.1.Mouse (1 hour)

- What is mouse?
- What is clicking
- Left click, right click and drag and drop techniques

4.2.Keyboard (4 hours)

- Function of keyboard
- How keyboard is arranged (number keys (0-9), letter keys (a-z), special keys (function keys [F1-F12], Enter key, Shift, Ctrl, directional keys [→ ←] etc...)
- Hand position
- Typing Exercise (Supported by Mavis)

5. *Working with Files & Folders (practice, 4 hours)*

5.1. Working with folders (2 hours)

- Creating, naming, renaming folders
- Copying, moving, cutting, deleting and restoring folders

5.2.Working with files (2 hours)

- Opening notepad, write on notepad and save to a folder
- Opening paint, drawing some pictures and saving to a folder
- Opening MS-Word, writing some texts and save to a folder

6. *Closing computers (Theory + Practice, 1 hour)*

6.1.Power options

- | | |
|-------------|---------------|
| • Sleep | • Switch user |
| • Hibernate | • Restart |
| • Log off | • Shutdown |