

1. Introduction to Computer Literacy

Objectives

- Understand what computers are and how they are used
- Build confidence in basic computer use
- Introduce safe and responsible technology practices

Content

a) Understanding Computers

- Definition of a computer
- Types of computers (desktop, laptop, tablet, smartphone)
- Common uses of computers in education, work, and daily life

b) Computer Hardware

- Input devices (keyboard, mouse)
- Output devices (monitor, printer)
- System unit (CPU)
- Storage devices (flash disk, hard disk)

c) Computer Software

- System software (Operating Systems)
- Application software (Word, Excel, browsers)

d) Basic Computer Operations

- Turning a computer on and off
- Using the mouse and keyboard
- Opening and closing programs

e) File Management

- Files and folders
- Creating, saving, renaming, and deleting files

f) Digital Safety and Ethics

- Basic password practices
- Safe computer handling
- Responsible use of technology