***Logo and address of RTB***

**Trainer Manual Template**

**(Trainer Manual)**

**COVER PAGE**

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**Acknowledgements**

The publisher would like to thank the following for their assistance in the elaboration of this textbook:

**Table of content**

**Acronyms**

**Introduction**

**Module Code and Title: COASP201 COMPUTER AND ITS PERIPHERALS**

**Learning Outcome 1:** Introduce computing fundamentals

**Learning Outcome 2:** Apply Computer Basic Operations

**Learning Outcome 3:** Apply Basic Computer Maintenance

# Learning Outcome 1: Introduce computing fundamentals

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| **Illustration reflecting the Learning outcome 1** |

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| **Indicative contents**   * 1. Description of computer   2. Description of computer network basics   3. Description of computer security |

Key Competencies for Learning outcome 1: Introduce computing fundamentals

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| --- | --- | --- | --- |
| **SN** | **Knowledge** | **Skills** | **Attitudes** |
| 1 | Describe a computer |  | Passion |
| 2 | Identify computer parts  to a computer |  | Critical thinking |
| 3 | Differentiate input devices and output devices |  | Curiosity |
| 4 | Describe the types of computer memories |  | Patience |
| 5 | Describe system software and application software |  | Teamwork |
| 6 | Define computer network |  | Punctuality |
| 7 | Classify the computer networks |  | Creativity |
| 8 | Define the internet |  | Multitasking |
| 9 | Describe the network devices |  | Flexibility |
| 10 | Define computer security |  | Self –control |
| 11 | Describe the computer threats |  | Accountability |

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| --- | --- | --- |
| **Duration: 40 hrs** | |  |
| Learning outcome 1 objectives:  By the end of the learning outcome, the trainees will be able to:   1. To define clearly computer 2. To describe properly of various main parts of computer 3. To describe clearly types of computer 4. To differentiate appropriately computer peripherals 5. To explain correctly types of computer memory 6. To define clearly computer network 7. To classify efficiently computer network 8. To define clearly internet 9. To differentiate appropriately network devices 10. To enumerate correctly various security threats and ensure security   of computer | |  |
| **Resources** | |  |
| **Equipment** | **Tools** | **Materials** |
| * Computer and its peripherals * Router * Wireless access point * MODEM * Switch * Ethernet cable * UPS | * Application software(s) * System software | * Internet * Electricity * Marker pen |



**Advance preparation:**

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* Computer Lab is well arranged
* Computer and its peripherals are available
* Network devices and textbooks to facilitate research are available



Indicative content 1.1: **Description of computer**

**Duration: 15 hrs**

**Theoretical Activity 1.1.1: Introduce computer and its peripherals**

Notes to the trainer:



. Define a computer

. Describe types of computer

. Differentiate software and hardware as parts of a computer

. Identify input and output as computer peripherals

. Describe the types of computer memory

**Key steps:**

**Step 1:** Ask trainees to form groups and discuss about a computer.

**Step 2:**  Ask trainees to observe computer peripherals in computer lab

**Step 3:** Trainer walks around and sees if trainees are doing activity

**Step 4:** Ask trainees to share their answers in presentation.

**Step 5:** After presentations, ask trainees to refer to indicative content 1.1. (key reading)

Points to Remember

* **Computer** is a programmable electronic device that accepts data as input and processes them with a set of instructions (a program) and produce the result as output.
* **Types of computer:** the types of computers are based on size, price and capabilities such as supercomputers, mainframe, minicomputers and microcomputers.
* **Main parts of computer:** there are two main parts of a computer which are hardware and software
* **Hardware:** Is a physical part of computer such as Motherboard, Monitor, Keyboard, Mouse, RAM, C.P.U, Power Supply Unit.
* **Software:** is a set of instructions or a collection of programs which developed to perform a specific task. There are two classification of software which are application and system software
* **Computer peripherals:** is an auxiliary hardware device used to transfer information into and out of a computer. There three kinds of peripherals such sa input, input/output and output devices.
* **Computer memory:** is the storage space in the computer, where data is to be processed and instructions required for processing are stored. There are two types such as internal memory is also called main memory and secondary memory storage.



**Practical Activity 1.1.2: s**

Notes to the trainer:

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Key steps:

**Step 1:**

**Step 2:**

**Step 3:**

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**Step n:**

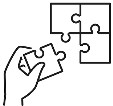
Points to Remember

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**Application of learning 1.1:**

Tell trainees that each one will share his/ her experience gained from workplace/ computer Lab

Ask trainees to discuss about computer and its peripherals



Indicative content 1.2: ..........................................

**Duration: .......hr**

**Theoretical Activity 1.2.1: ……………………………………………………**

Notes to the trainer:



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Key steps:

**Step 1:**

**Step 2:**

**Step 3:**

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**Step n.**

Points to Remember

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**Practical Activity 1.2.2: ……………………………………………………**

Notes to the trainer:



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Key steps:

**Step 1:**

**Step 2:**

**Step 3:**

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**Step n:**

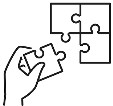
Points to Remember

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**Application of learning 1.2**

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Indicative content 1.n: ..........................................

**Duration: .......hr**

**Theoretical Activity 1.n.1: ……………………………………………………**

Notes to the trainer:



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Key steps:

**Step 1:**

**Step 2:**

**Step 3:**

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**Step n.**

Points to Remember

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**Practical Activity 1.n.2: ……………………………………………………**

Notes to the trainer:



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Key steps:

**Step 1:**

**Step 2:**

**Step 3:**

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**Step n:**

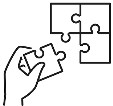
Points to Remember

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**Application of learning 1.n**

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Learning outcome

1

end assessment



**Written assessment**

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**Practical assessment**

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Further information to the trainer

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**Learning Outcome 2: ..................**

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**Illustration reflecting the Learning outcome 2**

**Indicative contents**

**2.1**

**2.2**

**2.3**

**2.n**

Key Competencies for Learning outcome 2:

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| **SN** | **Knowledge** | **Skills** | **Attitudes** |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| n. |  |  |  |

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| **Duration: ……….hrs** | |  |
| Learning outcome 2 objectives:  By the end of the learning outcome, the trainees will be able to:   1. …………………………………. 2. …………………………………. 3. ………………………………….   .  n. ………………………………… | |  |
| **Resources** | |  |
| **Equipment** | **Tools** | **Materials** |
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| **Advance preparation:**  .  .  . | | |



Indicative content 2.1: ..........................................

**Duration: .......hr**

**Theoretical Activity 2.1.1: ……………………………………………………**

Notes to the trainer:



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Key steps:

**Step 1:**

**Step 2:**

**Step 3:**

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**Step n:**

Points to Remember

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**Practical Activity 2.1.2: ……………………………………………………**

Notes to the trainer:



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Key steps:

**Step 1:**

**Step 2:**

**Step 3:**

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**Step n:**

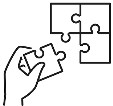
Points to Remember

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**Application of learning 2.1**

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Indicative content 2.2: ..........................................

**Duration: .......hr**

**Theoretical Activity 2.2.1: ……………………………………………………**

Notes to the trainer:



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Key steps:

**Step 1:**

**Step 2:**

**Step 3:**

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**Step n.**

Points to Remember

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**Practical Activity 2.2.2: ……………………………………………………**

Notes to the trainer:



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Key steps:

**Step 1:**

**Step 2:**

**Step 3:**

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**Step n:**

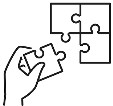
Points to Remember

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**Application of learning 2.2**

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Indicative content 2.n: ..........................................

**Duration: .......hr**

**Theoretical Activity 2.n.1: ……………………………………………………**

Notes to the trainer:



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Key steps:

**Step 1:**

**Step 2:**

**Step 3:**

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**Step n.**

Points to Remember

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**Practical Activity 2.n.2: ……………………………………………………**

Notes to the trainer:



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Key steps:

**Step 1:**

**Step 2:**

**Step 3:**

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**Step n:**

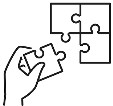
Points to Remember

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**Application of learning 2.n**

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Learning outcome

2

end assessment



**Written assessment**

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**Practical assessment** …………………………………………………………………………………………………………………

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Further information to the trainer

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