

Computer Applications I

(Difficulty: Beginner) Last Updated Aug 20, 2022



Description: This course introduces computer basics using any platform with a web-browser and google services such as Google Docs, Google Drive and additional services such as basic usage of Zoom. Topics such as Computer usage and basic computer literacy will be covered in this class including hardware, software, privacy and security, social media. Internet basics will also be covered from web browser usage to how the internet works.

Hardware Requirements

- The computer has a keyboard and mouse (or other pointing device)
- The computer is a student-owned computer, a work computer may not suffice
- The computer has a battery that lasts 2+ hours
- Wifi enabled for internet access (wireless network)

Software Requirements

- Administrative access to your computer (You need to be able install software)

If you have any questions or concerns about the above Hardware or Software requirements please feel free to reach out to a MergeBC Instructor.

Part 1: Computer Basics (1 week)

1. Logging in/out and setting up your Chromebook
 - a. Setting up a Computer
 - b. Workspace setup
2. Hardware, components and peripherals
 - a. Computer Components
 - b. Peripherals
 - c. Cleaning and maintaining your electronics
3. Software and Applications (apps)
 - a. Types of Apps - Android, Linux and ChromeOS
 - b. What is an app, Advantages and Disadvantages?

- c. What about the web, Advantages and Disadvantages?
- d. Installing and removing Apps
- 4. Creation

Part 2: Computer Care, Maintenance and Upkeep (2 weeks)

- 5. Settings and Configuration
 - a. Customizing your computer
 - b. Resetting your settings
 - c. Desktop preferences
 - d. Program preferences
 - e. File-based preferences
- 6. File Management
- 7. Computer maintenance
- 8. Stewardship

Part 3: Internet Basics (2 weeks)

- 1. How the Internet works
- 2. Mastering your Web Browser
- 3. Email/Instant Messaging
- 4. Social Media
- 5. Loving your neighbor

Part 4: Privacy and Security (1 week)

- 1. Password Management
 - a. Choosing safe passwords
 - b. Password managers
- 2. Password reset mechanisms
- 3. Private and Personal Information
 - a. Keep it safe, keep it secret
 - b. Telemetry data
 - c. You're the product
- 4. Virii and Malware
 - a. Viruses
 - b. Worms
 - c. Malware
 - d. Threats
- 5. Scammers
- 6. The toothless lion

Part 5: Office and Productivity (2-3 weeks)

1. Introduction to typing
2. Word Processing
3. Spreadsheets
4. Presentations
5. Forms
6. Zoom
7. Work and Worship

Students will be encouraged to go beyond the guided portions of the course, in-class activities will be provided for all topics so come ready to learn!

Pre-requisites: As this is an entry course there are no previous courses or knowledge required.

Cost:

We are a non-profit organization, most instructors teach on a voluntary basis, the only cost to the student is bringing a computing devices that meets the requirements for that course and a small \$25 registration fee. It is the responsibility of attending classes and being in good standing in a course.

Course Schedule

Week	Topics Covered	Activities/Labs
1 - Part #1	Course Introduction & Expectations Introduction to the Learning Management System (LMS) Computer Introduction, getting started and loggin in. Computer Operations and Usage Hardware Components and Peripherals	Setting up your Chromebook Designing your workspace Types of Computers
2 - Part #2	Software and Applications File Management Creation	File Management Installing different types of apps Taking an Inventory of your computer
3 - Part #2	Settings and Configuration Computer Maintenance Stewardship	System optimizations Keyboard Shortcuts Hardware maintenance
4 - Part #3	How the Internet works	Bookmarks, Links and

	Mastering your web browser	Extensions, Managing notifications
5 - Part #3	Email Instant Messaging Loving your neighbor	Gmail Settings and usage. Social Media Scavenger Hunt.
6 - Part #4	Password and Account Management Malware and Viruses Privacy and Scammers The toothless Lion	Password Managers Anti-Malware/Virus Software Role Play
7 - Part #5	Introduction to keyboarding Zoom Google Forms	Typing Tutor Sign-up Form
8 - Part #5	Productivity Applications - Google Docs Productivity Applications - Google Slides	Resume and Cover Letter Slides Presentation
9 - Part #5	5 minute - Student Presentations Productivity Applications - Google Sheets Work and Worship	Budgeting
10	Scratch and Flowcharts (time permitting)	

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