BASIC COMPUTER LESSON

Basic Computer Lesson

It is a good idea to have a basic computer lesson before introducing any software to your learners. The objective of this lesson is to familiarize your learners with working in a lab setting. Here are some suggestions:

- The start and shutdown procedures
- Basic understanding of how computers work
- Components of a computer
- Peripherals
- Lab specifications
- The concept of networking
- Lab rules
- Class rules

It is important that learners develop a habit of following the lab protocols on a regular basis. This ensures computers operate smoothly and help alleviate breakdown of the machines; thus cutting maintenance and labour costs considerably.

When developing a basic computer lesson, try to include visual aides whenever possible. Displaying pictures of computer parts or peripherals can help learners remember the names. We have included a few samples at the end of this section. Use of wall charts (to be displayed around the lab) can further assist learners in remembering the names of the parts of a computer or a set of instructions.

Start with teaching the basic vocabulary. Elicit from the class the words they already know. Write each word on the board. Ask learners to point to the objects in the lab or select them from pictures you provided if you are not teaching in a lab. Add the rest of the vocabulary to the generated list. Here are some examples of basic computer vocabulary.
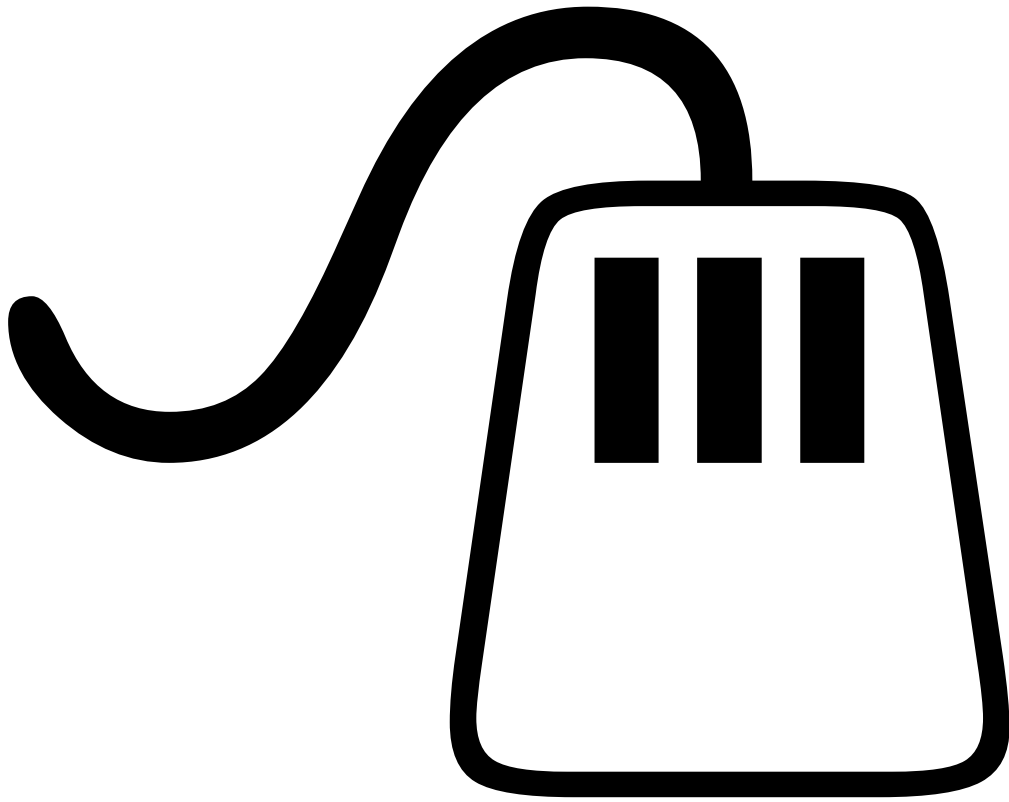
- Monitor
- Keyboard
- Mouse
- Tower
- Printer
- Network
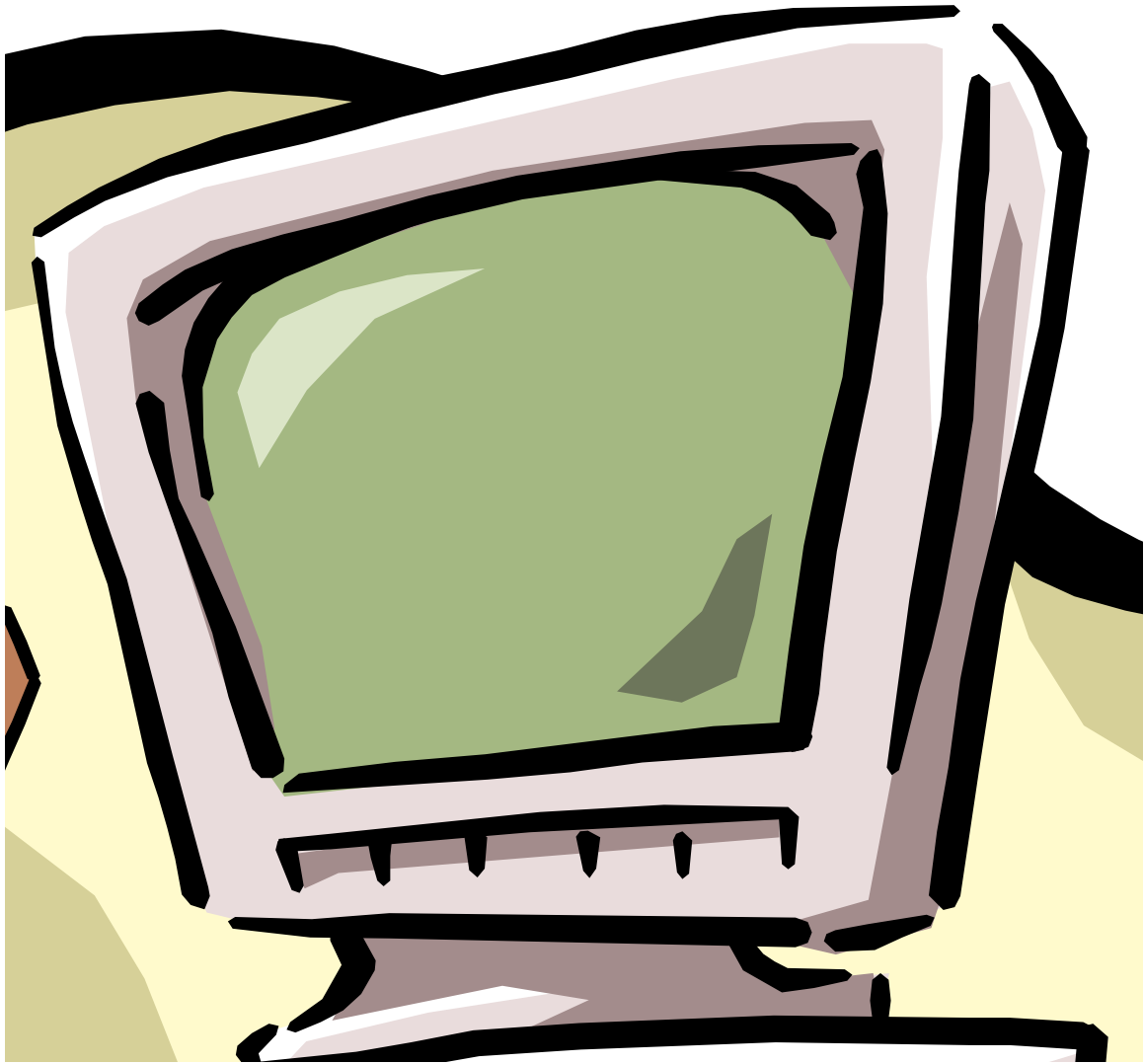- Switch (on/off)
- Start
- Shutdown

See the LINC levels (1-5) for suggested activities.

Cut pictures of computer parts from magazines, newspapers, or flyers and keep a pile in your class.
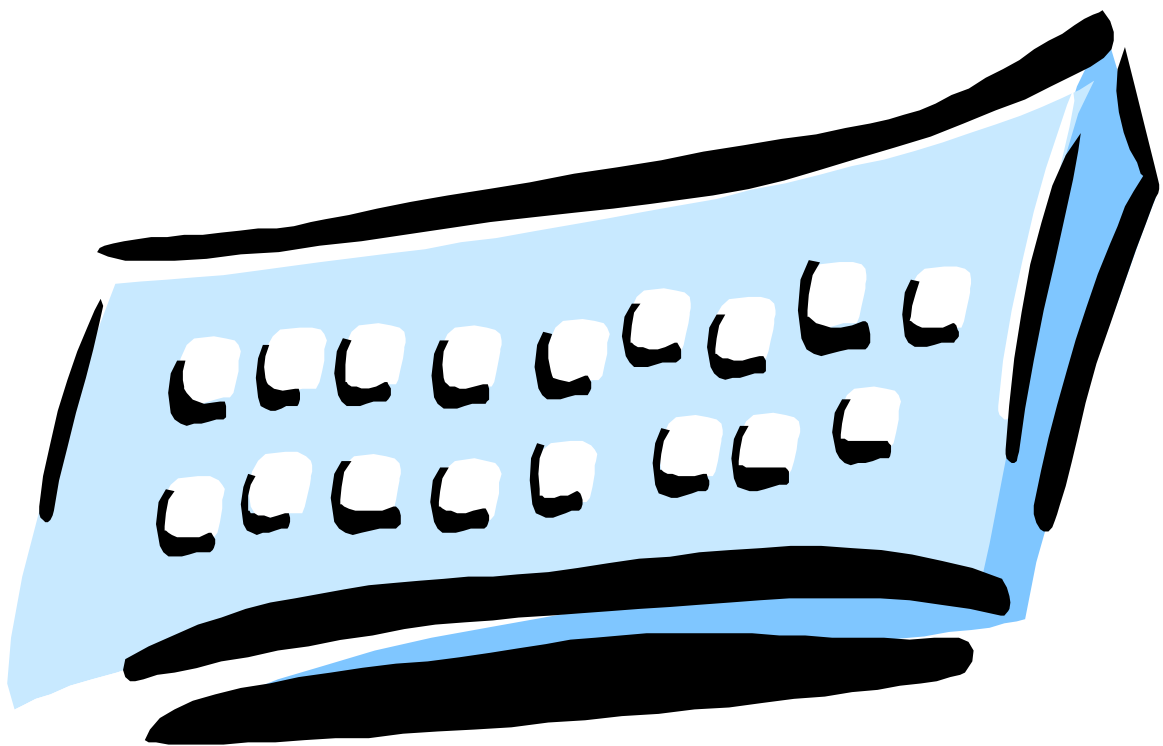
Have learners create wall charts for instructions or procedures (one chart per instruction), e.g., how to start or shut down a computer and display in class.
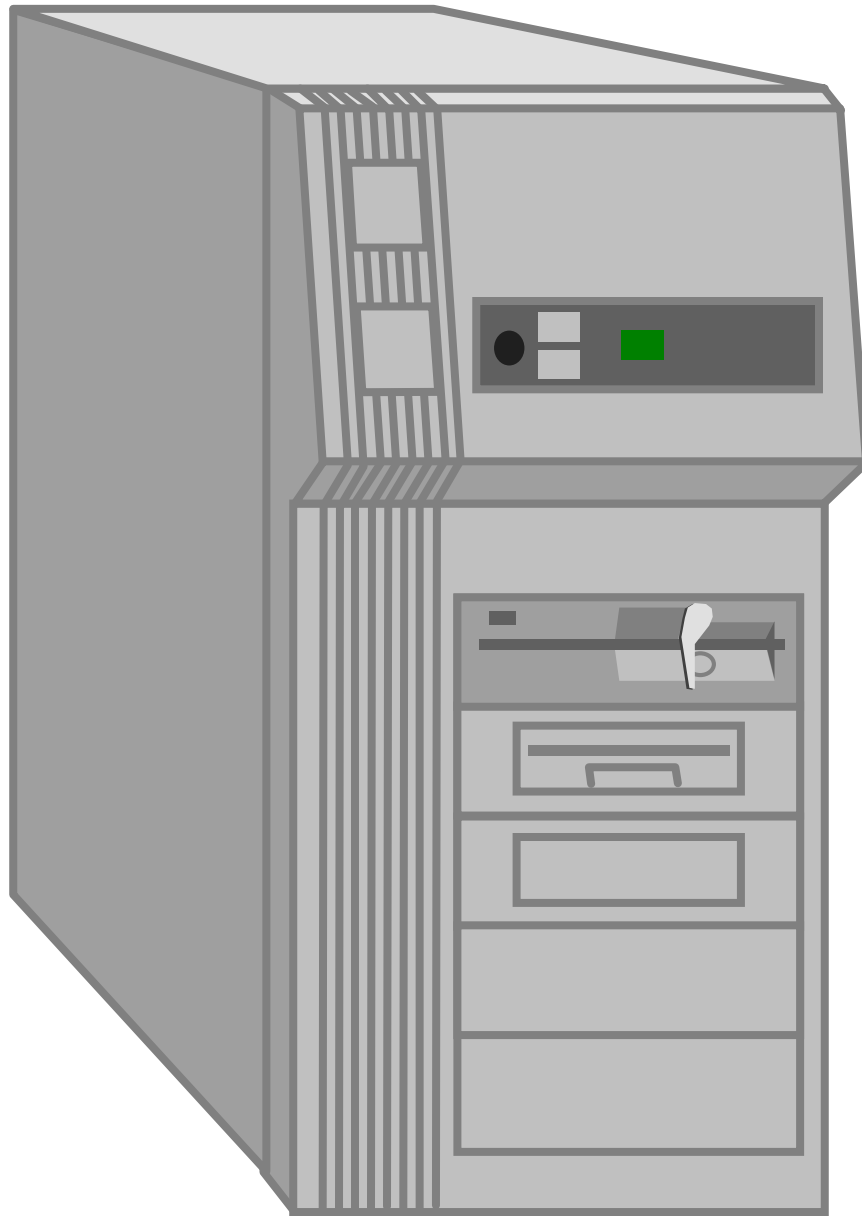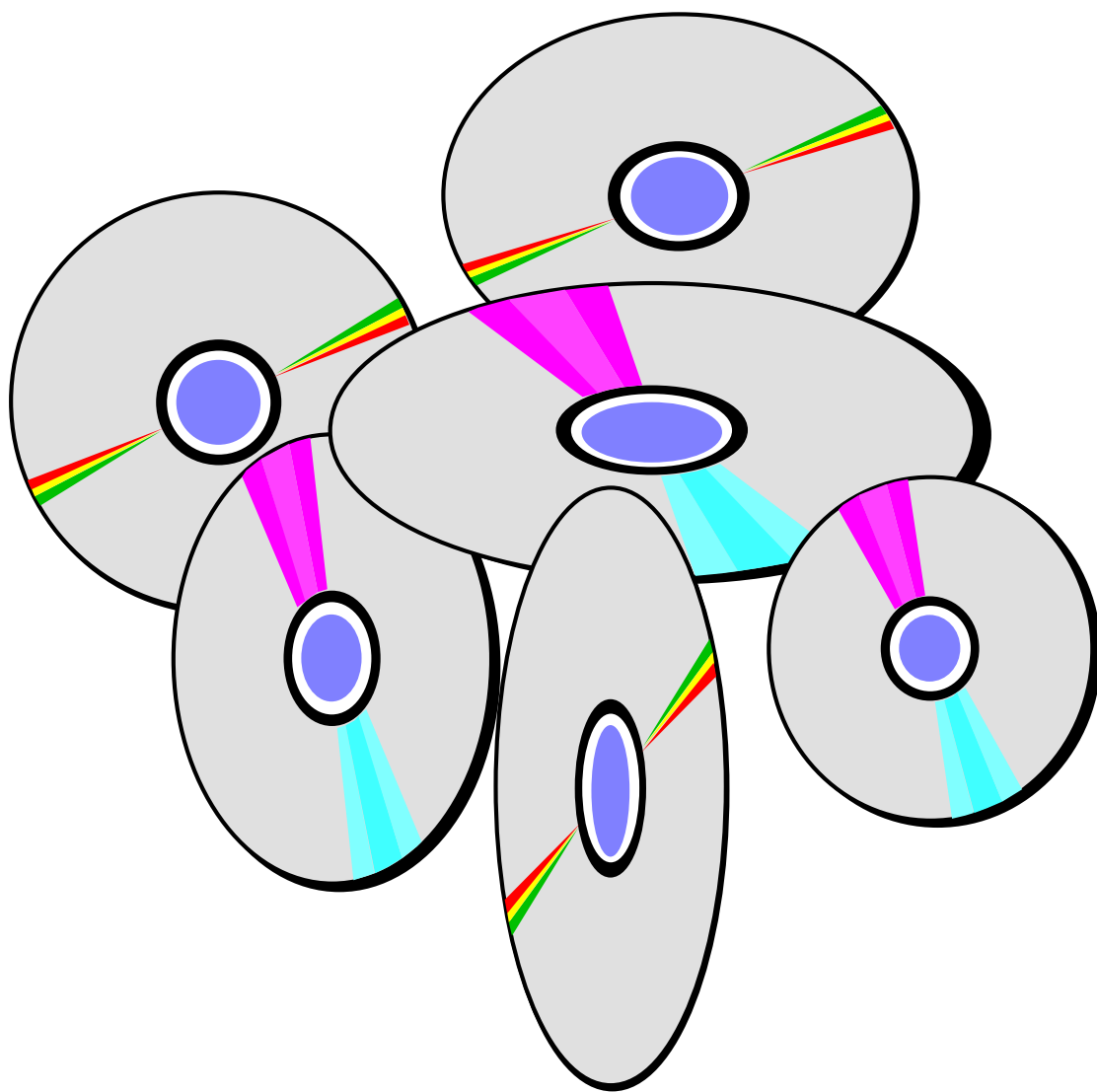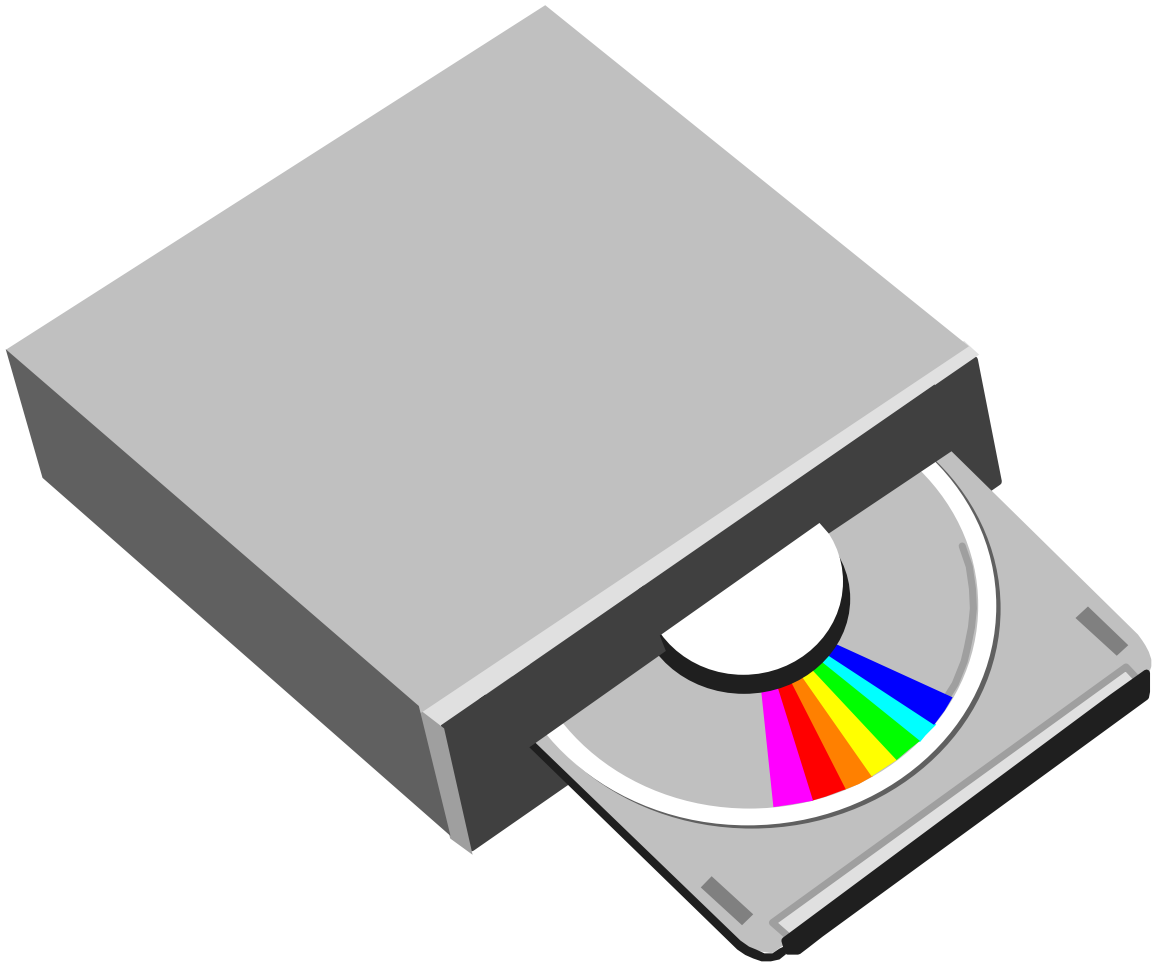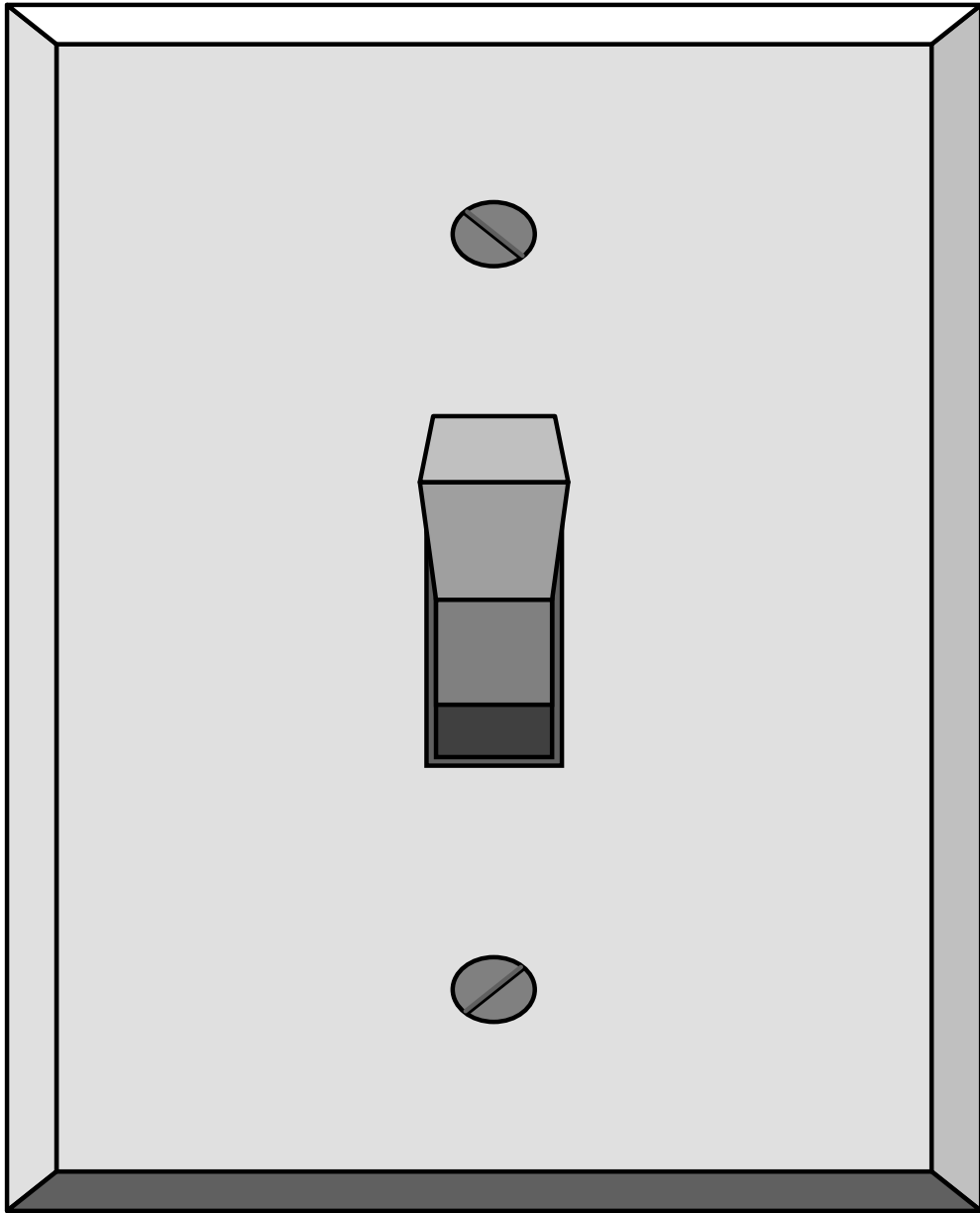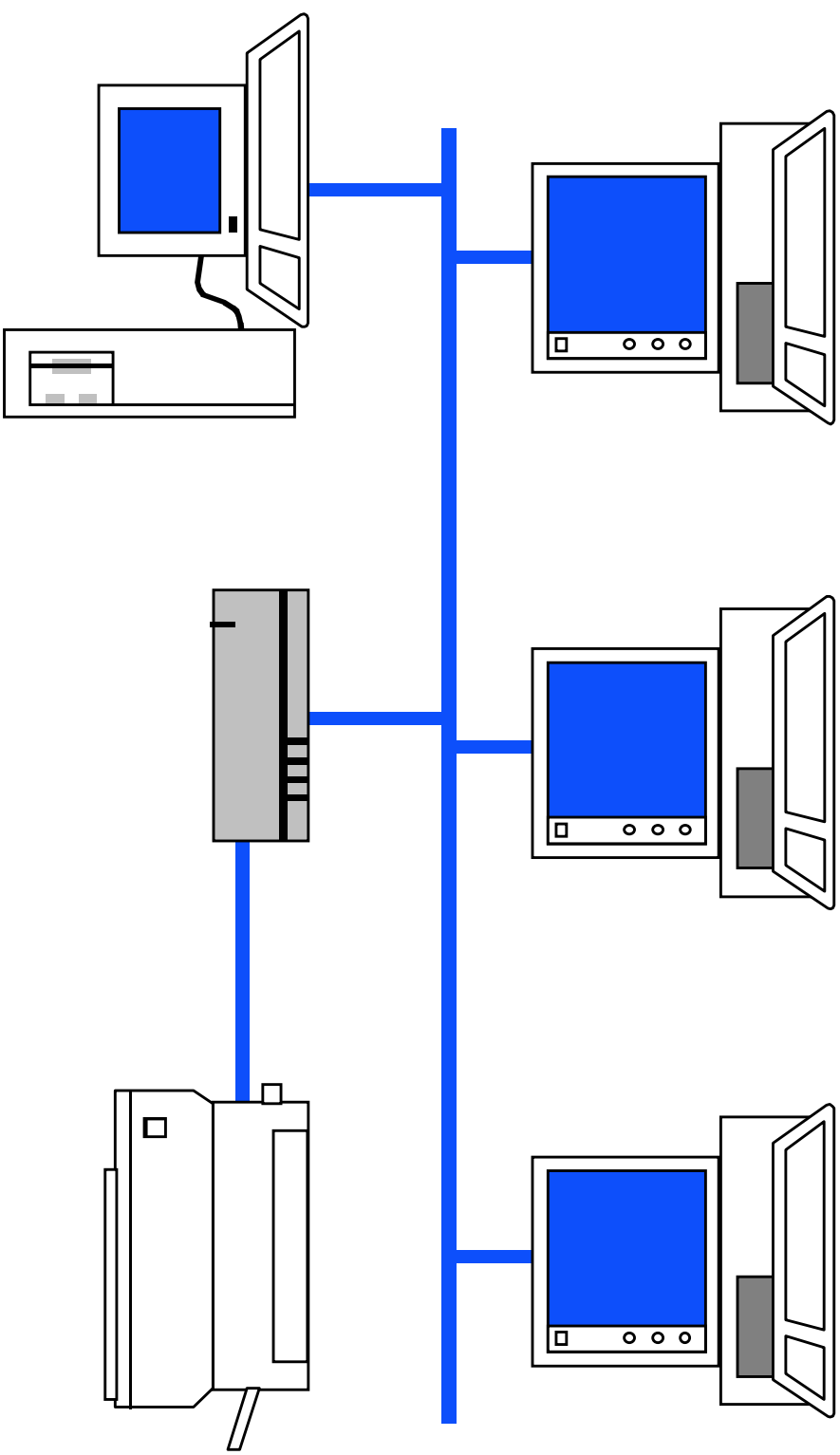
Mouse

Monitor

Keyboard

Tower

CDs

CD-ROM
Drive

Printer

Switch

Network