



PC FUNDAMENTALS & COMPUTER NAVIGATION

Overview

24 Sessions || 6-9years

Raising younger innovators & innovations.

KTECCAFRICA

What is PC Fundamental?

PC Fundamentals and Computer Navigation are introductory courses designed to teach fundamental concepts and skills related to personal computers (PCs) and navigating computer systems. These courses aim to provide beginners with essential knowledge and practical experience to comfortably use a computer and efficiently navigate through its operating system.

WHY AFRICA KIDS & TEENS?

"Africa possesses vast untapped potentials, not necessarily due to a lack of skills, but often because we enter the arena later than others, resulting in our efforts being overlooked. We believe that a key solution lies in empowering the next generation from the outset. Adult learning can be complex and time-consuming & distracting, making it essential to focus on nurturing skills and talents in children and teenagers."

Founder KTECCAFRICA

COURSE OBJECTIVES

The objectives if this course include:

1. Understand the components of a personal computer.
2. Learn how to start up and shut down a computer safely.
3. Navigate the Windows desktop and taskbar.
4. Manage files and folders using File Explorer.
5. Use common applications such as Microsoft Paint.
6. Practice basic troubleshooting techniques.

COURSE GOAL

The primary goal of this course is to empower kids and teens with essential computer navigation skills, fostering digital literacy and confidence in using technology.

Session Contents

MODULE 1: UNDERSTANDING THE BASICS

SESSION 1: WELCOME AND INTRODUCTION

- Icebreakers and getting to know each other.
- Overview of the course and its importance.

Session 2: Parts of a Computer

- Introduction to hardware components: System Units, monitor, keyboard, mouse.
- Interactive activities to identify and touch different parts.
- Computer Myths and facts

Session 3: Mouse and Keyboard Skills

- Basic mouse movements and clicks.
- Introduction to typing and keyboard layout.
- Keyboard Finger Movement

Session 4: Turning On/Off and Restarting

- Step-by-step guide on starting up and shutting down a computer.
- Importance of proper shutdown.
- Logging in and out of user accounts

Session 5: Booting and Controls

- Types of Booting with Examples
- Hibernating and Sleep
- Step by Step guide on performing actions above and differences
- Best Practices

Session 6-7: Desktop View

- Exploring the Windows desktop and taskbar.
- Customizing desktop background and themes.
- Display on a Second Screen

Resources

Online tutorials and educational games.
Relevant educational websites and platforms.

MODULE 2: NAVIGATING FILE EXPLORER

Session 8-9: Introduction to File Explorer

moving, and deleting.
Understanding file types and extensions.

Session 10: Files, Folder and Shortcuts

Understanding the desktop layout.
Identifying and interacting with icons.
Understanding File Extensions

SESSION 11 -12: FILE MANAGEMENT BASICS

Introduction to folders and files.
Copying, pasting, and organizing files.
Basic Shortcuts and creation.

Session 13-14: Introduction to Software and Apps

Launching and managing Applications
Overview of software and applications.
Installing and uninstalling basic applications.

SESSION 15-16: INTERNET BASICS

Navigating web browsers.
Introduction to safe online practices.
Netiquette

Session 17-18: Backing Up and Restoring Data

Importance of data backup.
Basic backup and restore procedures.

Session 19-20: Security Awareness

Understanding antivirus software.
Creating strong passwords

Session 21-22: Course Recap and Q&A

Review of key concepts.
Open discussion and Q&A session.

ASSESSMENT

Weekly quizzes and interactive activities.

Final project: Students collaborate on a simple project showcasing their computer navigation skills.