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# Session plan improvers Class:

## Time

2 Hours with support activities, depending on need.

## Aim

Learners will become familiar with the course, what it covers and what the progression routes are.

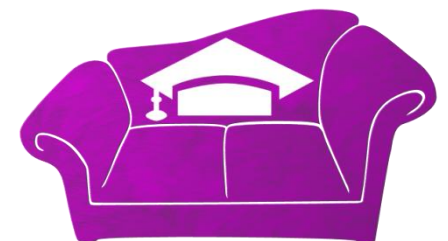
Students will understand the basic PC components and how they relate to each other. Students will also gain a basic understanding of wiring a pc, ideal living conditions and what happens when a computer starts up and shuts down. We will also discuss various computer jargons such as “software and hardware”.

## Objectives

- Learners will be aware of:  
Duration of course/course options/ground rules – group contact/resources (Printed and online)
- Learners understand the basic principle of how a computer works.
- Learners understand the relationship between computer components.
- Understand common terminology. Software/Hardware/Internet/Virus/Broadband/Megabyte/WIFI
- Learners understand how to safety start and shut down a PC

## Preparation

- User signing in sheets are on front desk
- Lounge membership forms are printed and available with session timetables\*
- The first session handouts have been printed
- A demo PC/Monitor/Keyboard/Mice/Cables/CD/DVD/Floppy Disk/USB Pen/Wall poster in the HQ office.
- Learner PC's 1-12 available.
- Smartbaord (Turned off to begin with)



## Procedure

Time	Steps	Resources	Teaching suggestions	Assessment
20 minutes	<p>Web of the web this week</p> <p><a href="http://www.glock.com/">http://www.glock.com/</a> ( world time at a glance)</p> <p><a href="http://newsmap.jp">http://newsmap.jp</a> (World news through images)</p> <p><a href="http://www.computerhope.com/">http://www.computerhope.com/</a> (Get help with your PC)</p>	<p><u>Teacher Info:</u></p> <p>Myguide progression handouts</p> <p>Myguide referral leaflet</p> <p>Learning Lounge time table</p> <p>Session handouts</p>		Learners will leave comments on the blog page as to what they thought of this weeks web round up.
30 minutes	<p><b>Google Home Page Set-up</b></p> <p><b>Google Mail / Email on your home screen</b></p> <p><b>Google reader / BBC News Feeds</b></p> <p><b>Facebook /</b></p> <p><b>Blog / Horoscope</b></p>	Gmail accounts already set-up by learners.	<p>Emphasize the benefits of setting up your Google homepage..also show learners how to display it by default..</p> <p>Change home [page in browser settings.</p>	Check to see if learners have successfully set-up Gmail on their home screen and customized colour scheme.
<b>Break</b>				
10 minutes	<p><b>Download.com</b></p> <p>Activity: Find <a href="#">Typing Master Pro Typing Tutor</a></p> <hr/> <p>Install it and start the typing wizard</p>	Working headsets PC 1-12		Check to see if the program is installed and that learners are using it.

