

Students On-Boarding Learning Chunks

2

LEARNING THE COMPUTER BASICS:

*Towards a Successful Packaging
of Class Requirements*

JANETH S. ACLAO¹
RUBY MARY G. ENCENZO¹
SONIA A. PAJARON¹
MONA REA R. CABALO²
REY G. COMABIG²
JAMES BRIAN FLORES²
NENITA V. FLORES²
LORELIE J. PALOMA²
LUDITO V. RAMIREZ²

1. Palompon Institute of Technology

2. Southern Leyte State University

No temporary or permanent copies of this learning chunk, in whole or in part, shall be made without written permission from the author/s.

Learning Chunk No. 2

LEARNING THE COMPUTER BASICS: TOWARDS A SUCCESSFUL PACKAGING OF CLASS REQUIREMENTS



Our Learning Outcomes:

At the end of this learning chunk, you can:

- demonstrate a basic understanding of computer hardware and software;
 - identify basic application software as basic academic tools; and
 - introduce the basic concept of the internet, WWW, Social Media, and Email.
-



READY. SET. GO!

The use of computers and other portable digital assistance in the field of education has become a growing necessity among students. Computer technology allows students to make their work faster and easier. It also enabled them to interact with each other through the use of internet and web technologies such as social networking sites and email.

In this learning chunk, we will be introducing the basic function of computer technology, application software, and the use of internet technology which is useful for your learning in this new normal.



OUR JOURNEY STARTS NOW!

- ✓ What are the basic part and functions of a computer? What is Internet;
- ✓ What is the Web / World Wide Web (WWW)?
- ✓ How to Create an Email Account? How to Create Email Account?
- ✓ What is Social Media?
- ✓ What are the common application software necessary online learning?



WE'RE ALMOST THERE!

WHAT IS A COMPUTER?

- A computer is a machine or device that performs processes, calculations, and operations based on instructions provided by a software or hardware program.
- It can accept data (input), process it, and then produce outputs.
- It allows users to type documents, send emails, play games, and browse the Web.

3 Main Components of Computer

1. Hardware - is any part of your computer that has a physical structure, such as the keyboard or mouse.
2. Software -is any set of instructions that tells the hardware what to do and how to do it. Examples of software include web browsers, games, and word processors.
3. Peopleware – The individual user of the computer like students, teachers, and other operators of the computers.

A computer is made up of different parts. These parts work together to do their specific tasks. These parts are called "devices":

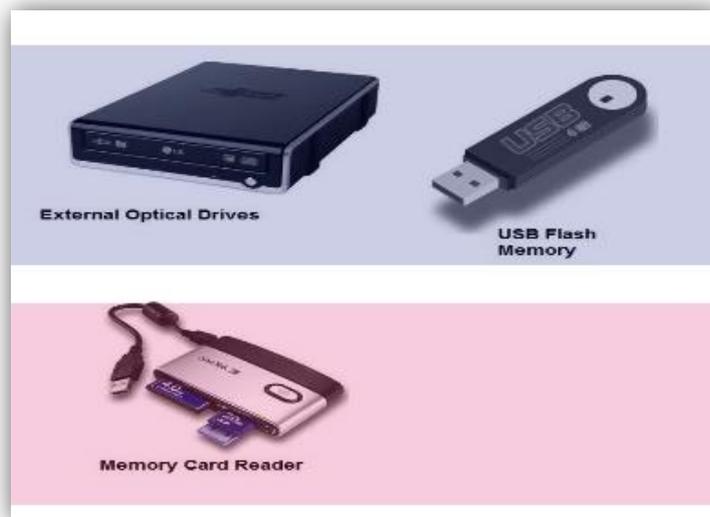
1. Input Devices- devices used by the user to inter-data and instruction

Keyboard	Numeric Keypad	Pointing Device	Remote Control
			
Joystick	Touch Screen	Scanner	Graphic Tablet
			
Microphone	Digital Camera	Webcams	Light Pens
			

2. Output Devices – devices that convert information into human-readable form



3. Storage Device - A storage device is any type of computing hardware that is used for storing, porting, or extracting data files and objects.



APPLICATION SOFTWARE

For you to survive to online learning, you need to equip yourself with fundamental application software.

Application software is a program or group of programs designed for end-users. Common examples of application software are a word processor, a spreadsheet, presentation application, an accounting application, a web browser, an email client, a media player, a file viewer, simulators, a console game or a photo editor.

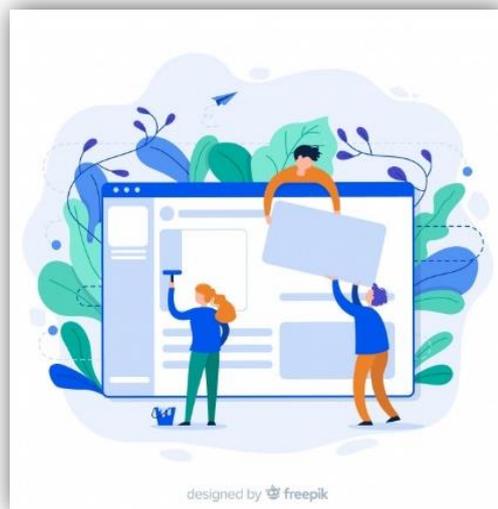
Specific application software that you need to have are the following:

		
WORD PROCESSOR a program or machine for storing, manipulating, and formatting text entered from a keyboard and providing a printout. Common Example is Microsoft Word.	SPREADSHEET APPLICATION is a computer application for organization, analysis and storage of data in tabular form. Common example is Microsoft Excel.	PRESENTATION is a software package used to display information in the form of a slide show. Common Example is the Microsoft PowerPoint



WHAT IS THE INTERNET?

The Internet is a global network of billions of computers and other electronic devices. With the Internet, it's possible to access almost any information, communicate with anyone else in the world, and do much more. The Internet can be acquired through subscription services from an Internet service provider such as Globe, Smart, PLDT and other ISP.



WHAT IS THE WEB?

The World Wide Web—usually called the Web for short is a collection of different websites you can access through the Internet?

A website is made up of related text, images, and other resources that may contain several webpages. A Webpage is the individual page of the website.

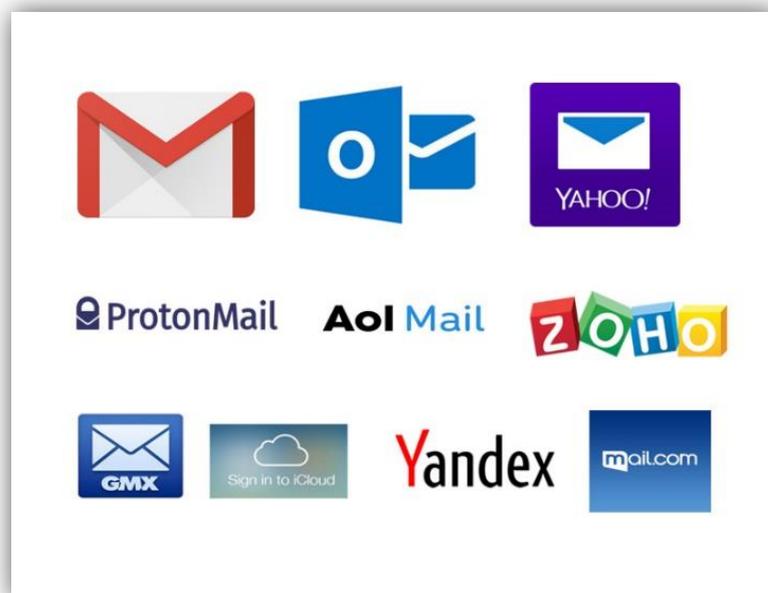
WHAT IS A WEB BROWSER?

Web Browser - A software application that allows to locate, view, and navigate the web. Web browsers allow you to navigate from one website to another website. The default web browser for windows computer is Edge while for apple computer is the Safari. Web browsers are usually free and easy to download. It is advisable to have at least 3 web browsers on your computers such as Edge, Chrome, and Firefox.



WHAT IS AN EMAIL?

- Electronic mail is a method of exchanging messages between people using electronic devices.
- Email operates across computer networks, primarily the Internet.
- Email address is one of the requirement to create a social media account.
- Top 5 email providers are: Gmail, Yahoo! Mail, Outlook, Proton Mail, and Zoho.

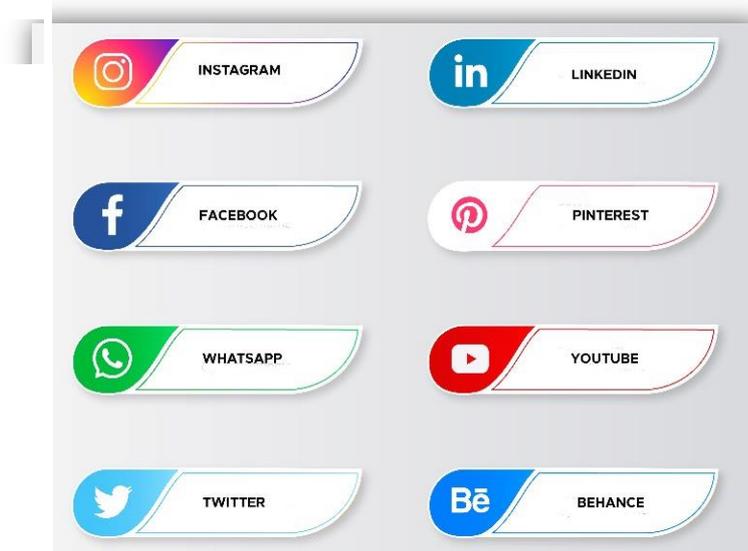


CREATING EMAIL USING GMAIL:

1. Go to www.gmail.com.
2. Click Create account.
3. The sign-up form will appear.
4. Next, enter your phone number to verify your account.
5. You will receive a text message from Google with a verification code.
6. Next, you will see a form to enter some of your personal information, like your name and birthday.

SOCIAL NETWORKING/SOCIAL MEDIA

Social media are interactive computer-mediated technologies that facilitate the creation or sharing of information, ideas, career interests and other forms of expression via virtual communities and networks. Social Media also plays an important role in communications and education. In the absence of LMS, social media platforms such as Facebook and YouTube can be an alternative avenue for online learning delivery.



Social networking websites are another way to connect and share with your family and friends online. Rather than sharing with just a few people over email, social networks make it easier to connect and share with many people at the same time.

Facebook is the world's largest social networking site, with more than 1 billion users worldwide.

- Creating social media account will open opportunities for collaboration.
- The majority of Social media platforms are free from charges, meaning there is no limit on how many social media accounts you're going to create.



OUR JOURNEY IS OVER!

1. **Open** Microsoft word and type the following:

<TYPE YOUR NAME HERE>

I LOVE SLSU.

VISION

A high quality corporate university of Science, Technology and Innovation

MISSION

SLSU will:

- a. Develop Science, Technology and Innovation leaders and professionals;
- b. Produce high-impact technologies from research and innovations;
- c. Contribute to sustainable development through responsive community engagement programs;
- d. Generate revenues to be self-sufficient and financially-viable.

Save your document in your drive using the filename:

<Full Name>, Activity 1

Example: Jose Rizal, Activity 1

File name: ▼

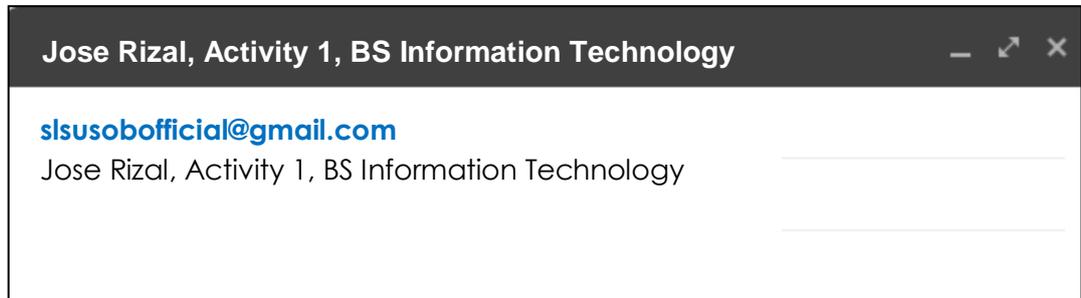
Save as type: ▼

2. Create email address using Gmail. Using your Gmail account upload and send your Activity 1

To: slsusobofficial@gmail.com

Subject: <Full Name>, Activity 1, <Your Course>

Example:



3. Using your Facebook account, like and follow the official Facebook Page of Southern Leyte State University.



REFERENCES

Kietzmann, Jan H.; Kristopher Hermkens (2011). "Social media? Get serious! Understanding the functional building blocks of social media". *Business Horizons* (Submitted manuscript). 54 (3): 241–251. doi:10.1016/j.bushor.2011.01.005

Rouse, Margaret (March 2011). "presentation software (presentation graphics)". *WhatIs.com*. Retrieved 25 May 2013.
"RFC 5321 – Simple Mail Transfer Protocol". Network Working Group. Archived from the original on 16 January 2015. Retrieved 19 January 2015.

Waterhouse, Shirley A. (1 January 1979). "Word processing fundamentals". Canfield Press. Archived from the original on 2 January 2019. Retrieved 1 January 2019 – via Google Books.

merriam-webster.com. Merriam-Webster. Retrieved 23 June 2016.
<https://www.freepik.com/>

<https://www.techopedia.com/definition/4607/computer>

<https://edu.gcfglobal.org/en/gmail/setting-up-a-gmail-account/1/>

<https://edu.gcfglobal.org/en/subjects/internet-skills/>

<https://edu.gcfglobal.org/en/subjects/basic-skills/>

<https://www.techopedia.com/definition/1119/storage-device>

<https://www.techradar.com/news/best-email-provider>

Published by:

SOUTHERN LEYTE STATE UNIVERSITY
Sogod, Southern Leyte, Philippines