

# INFORMATION TECHNOLOGY

SCHEME OF WORK FOR  
MIGRANT ADULTS

# COURSE OVERVIEW

- Today computers are used in every field. For example, people use computers in schools, hospitals, libraries, banks and offices.
- Computers are used to record a lot of data, perform simple and complicated calculations, draw pictures and even play music.

# COURSE INFORMATION

- This course is intended to explain the role of computers and basic terminology. It should familiarise the students with the various programmes available for performing different tasks.
- This course also will introduce the student to the different areas where computers are used and the different career opportunities that computers have made available.

- Audience Description
  - Prerequisites
  - Course Objectives
- This course is intended for anyone who wants to acquire digital literacy skills.
  - Students should have basic comprehension skills at the level to read a local newspaper.
  - After completing this course, students will be able to define what a computer is and what it does. The student will also be able to perform basic computer operations.

# MODULE CONTENTS

- Introduction to Computers
- Common Computer Terminology
- Computer performance and Features
- Computer Operating Systems
- Career Opportunities
- Module Summary

# MODULE INTRODUCTION

- Computers help organisations and individuals to conduct business transactions efficiently and quickly.
- In today's world, one of the basic skills necessary to succeed at a workplace is to know how to use the computer.
- This module explains the role of computers and the basic concepts about the parts of a computer.
- This module also explains how to use a computer in different aspects of life.

# MODULE OBJECTIVES

- To identify the role of computers, their main parts, and the steps involved in working with a computer
- To define common computer terminology
- To explain the basic concepts concerning types of computers, programmes, and performance issues.
- To explain the core concepts related to computer operating systems
- To identify different areas where computers can be used.

# The Heritage Institute

- The Heritage Institute has began Computer classes to adults of 60 yrs and above.
- This course started in the beginning of January 2009.
- After the initial trepidation of using a computer and keyboard, the students are now much more confident in using a computer

# Course Duration

- The course duration is for 10 weeks at one session per week.
- Each session lasts 2 hours with a break in the middle.



## **The over sixties group**

The initial obstacle of using a computer was the fact that the students felt as if they would 'break' the computer, and they had difficulty in controlling the mouse properly.

# Difficulties in Learning Computer Studies with Adults

- As mentioned before in this presentation, the use and control of the mouse was an obstacle in actually using the computer.
- More importantly, the lack of confidence in using modern technology was more of an obstacle to the older students.

# Solving the obstacles

- A concentrated effort was made in the teaching of keyboard and mouse skills.
- This was done by the practice of typing skills in Microsoft Word, and the teaching of Excel.
- Once the students felt more confident, they were eager to learn about the internet.

# Preferred learning topic.

- How to email
- How to use the internet and to search the internet

# Reasons of preferred topic

- The learning group are all Migrants.
- The email is important for them to keep in touch with their family.
- The Internet would also enable them to find out information on what interests them and affects them.

# Conclusion

- Not much technical knowledge is required to use a computer
- Confidence in using a computer is a must, when one want to use a computer.
- What is also needed is : patience, determination and practice!



## **Young Students Engrossed in their Computers**

Computers are now taught at a much earlier age, so these pupils will not have the issues that the adult and elder students have.