



Basic Computer Course



Rohingya Academic Research
INSTITUTE

A background image showing three laptops on a desk, with glowing lines connecting them, suggesting a network. A globe is visible in the bottom left corner.

RAR-Institute

Course Outline

Computer Literacy Course Module

Duration: Three Months (12 Weeks, 24 Sessions)

Target Audience: Beginners with no prior computer experience

Goal: To build skills from the very basics of using a computer to being able to complete office and administrative tasks with confidence.

Course Introduction

Computers are part of everyday study, work, and communication. Many learners in college begin with different levels of experience, and some may be starting for the first time. This handbook is written for students who are new to computers and for those who want to strengthen their basic skills. The lessons begin with simple actions such as using the mouse and keyboard, then move toward practical tasks in Microsoft Word, Excel, and PowerPoint, as well as email, file management, and safe internet use. The language is simple and friendly so that students who use English as a second language can follow easily.

The learning experience is hands-on. Each session includes short explanations followed by guided practice. Examples and exercises reflect common needs in school and office settings. By the end of the course, students will complete a final project that brings together all key skills.

Training Approach

The course follows a clear path from foundation to application. Students first build confidence with the operating system and file management. Next, they learn how to create and format documents, organize data and make simple calculations, and prepare clear presentations. The later sessions focus on everyday office tasks such as completing online forms, managing email with attachments, saving as PDF, printing and scanning, and combining work across different applications.

Expected Outcomes

- Participants will operate a computer confidently, including saving and organizing files and adjusting basic settings.
- Participants will create and format academic and professional documents in Microsoft Word.
- Participants will enter data, calculate totals and averages, and make simple charts in Microsoft Excel.
- Participants will design short, effective presentations in Microsoft PowerPoint.
- Participants will use the internet and email effectively and safely for study and work.
- Participants will carry out routine office tasks such as printing, scanning, and submitting online requirements.
- Participants will complete an integrated final project that shows readiness for administrative tasks.


Rohingya Academic Research
INSTITUTE

Acknowledgment

This training handbook is prepared under Rohingya Youth Unite-Philippines. The contents are intended for use in RYU–PH educational programs and with partner institutions. Credit should be given to Rohingya Youth Unite-Philippines in any reproduction or distribution.

TABLE OF CONENTS

Session 1: Introduction to Computers

Objectives: Content: Activities: Assessment:

- Identify computer parts; Understand hardware/software; Learn start-up/shutdown.
- Computer definition; Parts overview; Hardware vs. software; Power on/off.
- Hardware show-and-tell; Turn on/off practice.
- Identify parts correctly; Demonstrate shutdown.

Session 2: Mouse & Keyboard Basics

Objectives: Content: Activities: Assessment:

- Learn mouse functions; Identify keyboard; Practice typing.
- Mouse actions; Keyboard sections; Typing posture.
- Mouse games; Typing practice.
- Navigate files using mouse; Type short sentence.

Session 3: Desktop & OS Navigation

Objectives: Content: Activities: Assessment:

- Understand desktop, taskbar, and Start menu, and manage open windows.
- Windows interface, how to open and close windows, switching between programs.
- Practice opening and closing programs, arrange and switch windows.
- Student opens Paint and Word, switches between them, then closes both.

Session 4: File and Folder Management

Objectives: Content: Activities: Assessment:

- Create, save, rename, and delete files and folders, and identify file formats.
- Saving files, organizing folders, copy and paste.
- Create folders and move files into them. Organize sample.
- Files correctly.

Session 5: Computer Settings and Drives

Objectives: Content: Activities: Assessment:

- Adjust basic settings and identify storage drives.
- Screen display, volume control, C: drive, and USB drive.
- Change wallpaper, adjust sound, open files from USB.
- Student demonstrates adjustments successfully.

Session 6: PP- Personal Documents

Objectives: Content: Activities: Assessment:

- Apply file and folder management skills.
- Folder creation and file organization.
- Create and organize folders for Photos, School, and Bills.
- Files and folders are organized neatly and correctly.

Session 7: Microsoft Word Basics

Objectives: Content: Activities: Assessment:

- Open and save documents, type and edit text.
- Word interface, saving files.
- Write a short paragraph introducing oneself.
- Document saved correctly in assigned folder.

Session 8: Word Formatting

Objectives: Content: Activities: Assessment:

- Format text and paragraphs.
- Font size, style, alignment, and spacing.
- Format a sample letter.
- Letter follows the given format.

Session 9: Word Intermediate

Objectives: Content: Activities: Assessment:

- Insert tables, pictures, headers, and footers.
- Using Word objects, adjusting page layout.
- Create a résumé template.
- Résumé includes all required sections.

Session 10: Excel Basics

Objectives: Content: Activities: Assessment:

- Enter and format data in Excel.
- Rows, columns, cells, formatting text and numbers.
- Create an expense table.
- Data is correctly entered and formatted.

Session 11: Excel Formulas and Functions

Objectives: Content: Activities: Assessment:

- Use basic formulas and common functions.
- Simple formulas, functions SUM, MIN, MAX, AVERAGE.
- Create a sales table and calculate totals.
- Results are accurate.

Session 12: Excel Charts and Data Presentation

Objectives: Content: Activities: Assessment:

- Create charts and manage data.
- Bar and pie charts, sorting, and filtering.
- Build a monthly tracker with a chart.
- Chart matches data correctly.

Session 13: PowerPoint Basics

Objectives: Content: Activities: Assessment:

- Create slides and apply themes.
- PowerPoint interface, slide layouts.
- Make a three-slide self-introduction presentation.
- Slides follow a consistent design.

Session 14: PowerPoint Enhancements

Objectives: Content: Activities: Assessment:

- Add animations and multimedia.
- Transitions, images, and video.
- Enhance the self-introduction presentation.
- Presentation runs smoothly with effects.

Session 15: Internet Basics

Objectives: Content: Activities: Assessment:

- Use a browser and search safely.
- Browser parts and search strategies.
- Search for topics and bookmark results.
- Submit search results.

Session 16: Email Skills

Objectives: Content: Activities: Assessment:

- Create an email account, send and attach files.
- Email accounts, attachments, replying to emails.
- Send a sample email with a file attached.
- Email sent successfully.

Session 17: Online Forms and Uploads

Objectives: Content: Activities: Assessment:

- Fill online forms and upload documents.
- Form fields, uploading steps.
- Simulated online job application.
- Form is submitted correctly.

Session 18: Google Workspace Basics

Objectives: Content: Activities: Assessment:

- Create and share Docs and Sheets.
- Google Docs, Sheets, Drive.
- Collaborative group editing.
- Shared document is updated by all members.

Session 19: Combining Office Tools

Objectives: Content: Activities: Assessment:

- Link data between Word, Excel, and PowerPoint.
- Exporting and importing content.
- Insert an Excel chart into Word.
- Report includes chart correctly.

Session 20: Office Workflow Simulation

Objectives: Content: Activities: Assessment:

- Follow a full office workflow.
- Receiving instructions, producing documents, submitting work.
- Simulated email assignment.

Session 21: Productivity Tools

Objectives: Content: Activities: Assessment:

- Use calendars, reminders, and task lists.
- Calendar applications, scheduling.
- Create a weekly schedule in Excel.
- Schedule is correct and complete.

Session 22: Printing and Scanning

Objectives: Content: Activities: Assessment:

- Print, save as PDF, and scan documents.
- Printer setup, exporting as PDF.
- Print and scan a sample form.
- Files are printed and scanned successfully.

Session 23: Review and Troubleshooting

Objectives: Content: Activities: Assessment:

- Review skills and solve common problems.
- Questions and answers, troubleshooting tips.
- Group review tasks.
- Students solve tasks successfully.

Session 24: Final Project

Objectives: Content: Activities: Assessment:

- Apply all skills in one integrated task.
- Email → Word report → Excel chart → PowerPoint slides.
- Complete and submit the project.
- All documents are correct and professional.