

## APS GCF Technology: Basic Computer Skills Training

<b>Session Name:</b> APS/GCF Session 1: Computer Basics
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<b>Trainer Names:</b>
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*We Learn. We Share. We Thrive.*

### GCF Technology Training

**Link to Slide Deck:** [Deck 1 - Computer / Operating Systems](#)

**Training Description:** This tutorial will help you understand how computers work and how to use them. We'll talk about how to set up a computer, the difference between hardware and software, and the types of computers you can use. We'll also explore operating systems, applications, the cloud, and a whole lot more.

**Training Objectives:** By the end of today's training session, you will be able to:

- 1: Articulate a clear understanding of what a computer is
- 2: Describe the purpose of the computer's operating system
- 3: Describe how the operating system allows you to interact with the computer

#### **Training Lessons (GCF):**

Lesson 2: Computer Basics, What is a Computer?

<https://edu.gcfglobal.org/en/computerbasics/what-is-a-computer/1/>

Lesson 8: Computer Basics, What is an Operating System?

<https://edu.gcfglobal.org/en/computerbasics/understanding-operating-systems/1/>

#### **Video:**

Lesson 1: Computer Basics, What is a computer?

<https://www.youtube.com/watch?v=Cu3R5it4cQs&list=PL4316FC411AD077AA&index=2>



**APS GCF Technology: Basic Computer Skills Training**

	<ul style="list-style-type: none"> <li>Request to use the chat box for questions, co-trainer will moderate those questions ; stay muted during the training part of today’s session.</li> <li>There will be time for discussion and Q&amp;A after the lesson.</li> <li>Schedule of GCF trainings (Mondays, Wednesdays; Fridays are for checking in and receiving additional support; the series runs for three weeks; series repeated again for three additional weeks)</li> <li><a href="https://bit.ly/GCF-Training">https://bit.ly/GCF-Training</a> &lt;put link in the chat&gt;</li> <li>We will provide a link to all of the resources we are using today at the end of the session.</li> <li>We also provide additional support and services that _____ will be describing. _____, the floor is yours.</li> </ul>		
3 mins	<p><b>Information on Additional Supports/Services</b></p> <ul style="list-style-type: none"> <li>We will offer GCF Lesson Review Sessions on Fridays from 12:00 to 1:00. These virtual, live support sessions are to review any part of the lesson content that you’d like to revisit from the Monday and Wednesday GCF / APS Skills Training sessions.</li> <li>Beginning in November, we will also offer One2One tutoring and support. The One2One sessions are live, online, peer tutoring. Support is offered for any one of the 13 CORE courses. You will be able to register for 30-minute sessions (up to 3 sessions per week) using our online calendar. The link to the calendar will be sent out via the APS announcement center soon so please stay tuned!</li> <li>The videos that we are using for the <b>Computer Basics</b> module, developed by GCF, are available on the APS YouTube Playlist. The link for that playlist is in the chat. <a href="https://www.youtube.com/playlist?list=PL4316FC411AD077AA">https://www.youtube.com/playlist?list=PL4316FC411AD077AA</a> &lt;put link in the chat&gt;</li> <li>We would like to share the learning objectives for the training today.</li> </ul>	PP 4	DV
2 mins	<p><b>Learning Objectives</b></p> <p>By the end of today’s group session, you will be able to:</p> <ol style="list-style-type: none"> <li>1: Articulate a clear understanding of what a computer is</li> <li>2: Describe the purpose of the computer’s operating system</li> <li>3: Describe how the operating system allows you to interact with the computer</li> </ol> <p>_____ will now take us through the GCF Lessons for Objective 1</p>	PP 5	DV



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	<p><b>Play Video:</b> Operating Systems  <a href="https://www.youtube.com/watch?v=fkGCLIQx1MI&amp;t=5s">https://www.youtube.com/watch?v=fkGCLIQx1MI&amp;t=5s</a></p> <ul style="list-style-type: none"> <li>Operating systems usually come pre-loaded on any computer you buy. Most people use the operating system that comes with their computer, but it's possible to upgrade or even change operating systems. The three most common operating systems for personal computers are Microsoft Windows, macOS, and Linux.</li> <li>Modern operating systems use a graphical user interface, or GUI (pronounced gooey). A GUI lets you use your mouse to click icons, buttons, and menus, and everything is clearly displayed on the screen using a combination of graphics and text.</li> </ul> <p>I will turn it over to _____, to begin the Q &amp; A part of our session.</p>	PP 9	
10 mins	<p><b>Q &amp; A</b>          Thank you _____.</p> <ul style="list-style-type: none"> <li>We would like to open up the session for any questions you may have. If you would prefer to type your question in the chat, that is great. Or you can raise your hand icon and we can call on you to unmute.</li> <li><b>Ask:</b> <i>What is one thing you learned from today's session that you may use yourself or share with someone else?</i></li> </ul>	PP 10	MH
3 mins	<p><b>Summary/Wrap Up</b>          Today we learned:</p> <ul style="list-style-type: none"> <li>A computer is an electronic device that manipulates information, or data. It has the ability to store, retrieve, and process data.</li> <li>We also learned that your computer's operating system (OS) manages all of the software and hardware on the computer.</li> </ul> <p>Back to you, _____.</p>	PP 11	MH
2 mins (or less)	<p><b>Closing</b>          Thank you for joining us today and we hope you come back again!</p> <ul style="list-style-type: none"> <li>All of the links to the videos and APS resources we shared in today's presentation can be accessed by clicking on the link in the chat box.</li> <li>If you need information on registering for the GCF courses or requesting credit for your CPS renewal, please click on the link in the chat.</li> </ul> <p>&lt;Put all of the links in the last slide and into the chat, add PDF of Slides to download in chat&gt;</p>	PP 12	DV

Notes: Links <insert links into the chat>

## APS GCF Technology: Basic Computer Skills Training

### Slide #1

GCF Computer Basics Overview - <https://youtu.be/InHnZ-DMjEY>

### Slide #3

VLC Webinars & Resources - <https://aps-community.org/faces-places-webinar-series/>

GCF Training Sign Up (Eventbrite) - <https://bit.ly/GCF-Training>

### Slide #4

One 2 One Tutoring (G Forms) - <link to come>

Computer Basics (Youtube Playlist) - <https://www.youtube.com/playlist?list=PL4316FC411AD077AA>

### Slide #7

What is a Computer (Lesson 2) - <https://edu.gcfglobal.org/en/computerbasics/what-is-a-computer/1/>

### Slide #9

What is an OS? (Lesson 8) - <https://edu.gcfglobal.org/en/computerbasics/understanding-operating-systems/1/>