### ****Course Syllabus: "Computer Literacy"****

**(36 Academic Hours)**

#### **Course Goal:**

To teach participants the basics of working with a computer, essential office programs, lighting systems, and safe Internet use to effectively complete everyday tasks.

**Duration:** 36 academic hours (each 45 minutes) – 18 lessons of 2 academic hours each.
**Mode of Study:** In-person/online, including theoretical and practical lessons.
**Target Audience:** Seniors who want to learn the basics of computer literacy for convenient and secure use of modern digital technologies in daily life.

### ****Module 1: Basics of Computer Operation (6 hours)****

1. **Introduction to the Course & Basic Concepts (2 hours)**
	* What is a computer? Basic components
	* Types of computers (desktop, laptop, tablet)
	* Principles of operation
2. **Operating System and File Management (2 hours)**
	* Operating systems: Windows, macOS, Linux
	* Files, folders, and drives
	* Copying, moving, and deleting files
3. **Working with Devices & Computer Settings (2 hours)**
	* Connecting and configuring peripherals (printer, flash drive)
	* Basic computer settings
	* Using the control panel

### ****Module 2: Operating System & System Settings (6 hours)****

1. **Windows (or another OS) Interface (2 hours)**
	* Desktop, icons, taskbars
	* File Explorer menu
2. **System Settings and Software Installation (2 hours)**
	* Installing and uninstalling programs
	* Task Manager and managing processes
3. **File and Archive Management (2 hours)**
	* Creating, editing, and saving files
	* Data archiving

### ****Module 3: Office Programs (10 hours)****

1. **Introduction to Word Processors (Word, Google Docs) (2 hours)**
	* Creating and editing documents
	* Formatting text
2. **Working with Spreadsheets (Excel, Google Sheets) (2 hours)**
	* Creating tables
	* Basic formulas
3. **Presentations (PowerPoint, Google Slides) (2 hours)**
	* Creating slides, inserting images
	* Design and animations
4. **Email Communication (Gmail, Outlook) (2 hours)**
* Setting up an email account
* Attaching files and managing emails
1. **Cloud Services & Collaborative Work (Google Drive) (2 hours)**
* Storing files in the cloud
* Collaborative document editing

### ****Module 4: Internet and Digital Security (8 hours)****

1. **Internet Basics (Browsers & Information Search) (2 hours)**
* Search engines (Google, Yandex)
* Key websites and online services
1. **Internet Security (Antivirus & Data Protection) (2 hours)**
* Phishing and malware threats
* Privacy settings
1. **Social Media and Messaging Apps (Facebook, WhatsApp, Telegram) (2 hours)**
* Setting up a profile
* Social media security
1. **Online Shopping & Digital Services (2 hours)**
* Online stores and payment methods
* Verifying website security

### ****Module 5: Practical Work & Final Assessment (6 hours)****

1. **Practical Lesson – Applying Course Knowledge (2 hours)**
* Working with text documents
* Creating tables and charts
1. **Practical Lesson – Using the Internet & Email (2 hours)**
* Creating online accounts
* Searching for information
1. **Final Assessment – Testing & Review (2 hours)**
* Course completion test
* Answering participants' questions

### ****Course Outcomes:****

**✅ Computer literacy –** confident use of computers and the Internet
✅ **Mastering online platforms** for digital interaction **✅ Creating and utilizing digital materials** (documents, presentations, spreadsheets)

This course will help seniors gain confidence in using computers and the Internet, explore new opportunities, and navigate the digital world safely and effectively!