

**Digital Literacy(21st Century Literacies)**  
**Computer & Smartphone Basics**  
**Lesson Plan**

<b><u>Objective:</u></b> Participants will be able to get acquainted with several features of smartphones & Computer/Laptop which will help them work in 21st century workplaces	
<b><u>Total Time:</u></b> 90 Minutes	
<b><u>Instructor Note:</u></b> Digital literacy is a must to have skill in the 21st century workplaces. Before students explore some useful tools from Microsoft and Google, this session will help them get comfortable with devices like smartphones and computers. Trainer can use this session to assess students' comfort level with using digital devices and basics of technology. Ask students to bring their smartphones in the session, if they have.	
<b><u>Opening Protocol:</u></b> <ul style="list-style-type: none"> <li>● Greet the participants</li> <li>● Take attendance</li> <li>● In pairs, ask participants to share with each other how they are feeling</li> <li>● Recap the previous session by asking 1-2 participants to share with the class, what they learnt and did in the previous session</li> </ul>	5 Minutes
<b><u>Activity 1: Features of Smartphones</u></b> <ul style="list-style-type: none"> <li>● Ask all the students to open their handbooks and write 10 features of a smartphone that they use or like. Give them 5 minutes to do this</li> <li>● After 5 minutes, randomly divide students in the groups of 5 each</li> <li>● Give 5 minutes to groups to discuss the features and the reason behind their selection</li> <li>● Take responses from each group and applaud the group with the most unique features</li> <li>● During the discussion, try to move students' focus on the use of different features smartphones offer. Encourage them to use their lives more efficient</li> <li>● Tell them that in the following session they will be learning about different mobile applications that they can use in their smartphones</li> <li>● Identify the students who don't have access to smartphones. Ask them to sit with students who have smartphones with them</li> </ul>	20 Minutes
<b><u>Activity 2: My Computer</u></b> <ul style="list-style-type: none"> <li>● Ask students to open their handbooks and go to activity "My Computer"</li> <li>● Students need to draw a computer and describe different parts of computer and their use</li> </ul>	<b>20 minutes</b>

<ul style="list-style-type: none"> <li>● Give them 10 minutes to do this activity</li> <li>● After 10 minutes, ask a volunteer to come in front and draw the computer on the white board</li> <li>● Ask other students to describe the parts of computers one by one, focusing on how and why we use that specific part of computer</li> <li>● Correct students if they make any mistake and ensure that all the students understand the basics of computer and how to operate it</li> <li>● To make the discussion more outcome oriented, ask few students to demonstrate switching on, switching off, connecting headphone, connecting pendrive, shutting down the computers</li> <li>● End the discussion by stating the digital etiquette or the rules that they need to follow when they come to use computers in the lab</li> </ul>	
<p><b><u>Activity 3: Buying a laptop</u></b></p> <ul style="list-style-type: none"> <li>● Divide the students in groups of lowest multiple of total strength and inform them that they have a hypothetical account with a deposit of 30,000 rupees.</li> <li>● Ask students to use Google search and finalize one laptop they unanimously wish to purchase based on its features</li> <li>● Give them 10 minutes for research and discussion</li> <li>● After the time is over, ask groups to come in front and tell which laptop they will buy and why. Give them 2 minutes each</li> <li>● Discuss the choices of students and reward the group with the most economical and best selection of laptop</li> <li>● Tell the students how features become a very definitive point in laptops. Discuss various brands and types of laptop and their unique features (if any) <ul style="list-style-type: none"> <li>- Brands: Apple, Lenovo, Acer, Dell, Asus</li> <li>- Types: Gaming, Professional, Editing &amp; Designing etc.</li> <li>- Features: Touch screen laptop, Lenovo Yoga, Screen Detachable laptop</li> </ul> </li> <li>● Close the activity by telling participants that even if they are not buying the laptop today, they should understand the useful features of laptop</li> </ul>	20 Minutes
<p><b><u>Activity 4: Debate “Windows Laptops vs MacBook laptops”</u></b></p> <ul style="list-style-type: none"> <li>● Tell students that now they have to assume that they are buying a common laptop for their class and they have to debate and choose between Windows and Macbook laptops</li> <li>● Divide the class in two groups. Ask group 1 to do research on Windows laptops and group 2 to read about MacBook laptops. Give them 5 minutes to quickly read about it, discuss with their group members and make notes</li> </ul>	15 Minutes

<ul style="list-style-type: none"> <li>● After 5 minutes, ask each group to present their reasons</li> <li>● Trainer needs to moderate the discussion in a way that both the groups get enough opportunity to speak and convince the other group</li> <li>● End the debate when 10 minutes are over and tell students about advantages and disadvantages of Windows and MacBook</li> </ul>	
<p><b><u>Closing/Debrief:</u></b> Close the session by reiterating the basic features and use of computers, laptops and smartphones. Use quiz questions from the student handbook to check for understanding. Encourage students to practice using computers in computer labs if they don't have personal computers or laptops at home. Tell them that Digital literacy starts with being comfortable in using devices</p>	5 Minutes
<p><b><u>Closing Protocol:</u></b></p> <ul style="list-style-type: none"> <li>● Thank the participants for their time</li> <li>● Announce the next time you will be visiting them</li> <li>● Share the topic of the next session</li> <li>● Collect 1-2 most interesting activity sheets/artefacts from students and show them to the Nodal officer and institution head after the session.</li> <li>● Click pictures of the artefacts for documentation.</li> </ul>	5 Minutes