

## 20. Job Search and Mock Interviews



At the end of this lesson, you shall be able to:

- identify what mock interview are
- learn to prepare for interviews through mock interviews
- role play a typical interview.



Every ITI trainee will have to apply for jobs on completion of their course. Learning to locate job portals online and apply for jobs that match their qualifications and trade expertise is important. Drafting customized letters of application and resumes and eventually facing interviews has to be learnt.



What I already **K**now

What I **W**ant to find out

What I **L**earned



Looking for career advancement in a challenging and positive environment. ❌

Responsible, innovative, passionate and committed professional with a get-it-done approach. ✅



1. Trainees will be divided into two groups and asked to browse job portals that they have been introduced to IT Literacy.

Step 1: Each group will bring a list of 3 jobs that are relevant to their trade to apply for in 10 minutes.

Step 2: In the next 10 minutes the trainees will quickly draft a letter of application and resume.



(Trainees may be asked to get their resume ready before the session so that only the letter of application is written in the classroom.)

Step 3: Instructor to set up the classroom to conduct mock interview for candidates from the groups.

While trainees from group one are engaged in the mock interview, group two will be the interview panel. Group two will give feedback to group one in the form of a consolidated group feedback in the format given by the instructor which will not exceed 5 minutes.

Step 4: The second mock session will be for 15 minutes. While trainees from group two are engaged in the mock interview, group one will be the interview panel.

Group one will give feedback to group two in the form of a consolidated group feedback in the format given by the instructor which will not exceed 5 minutes.



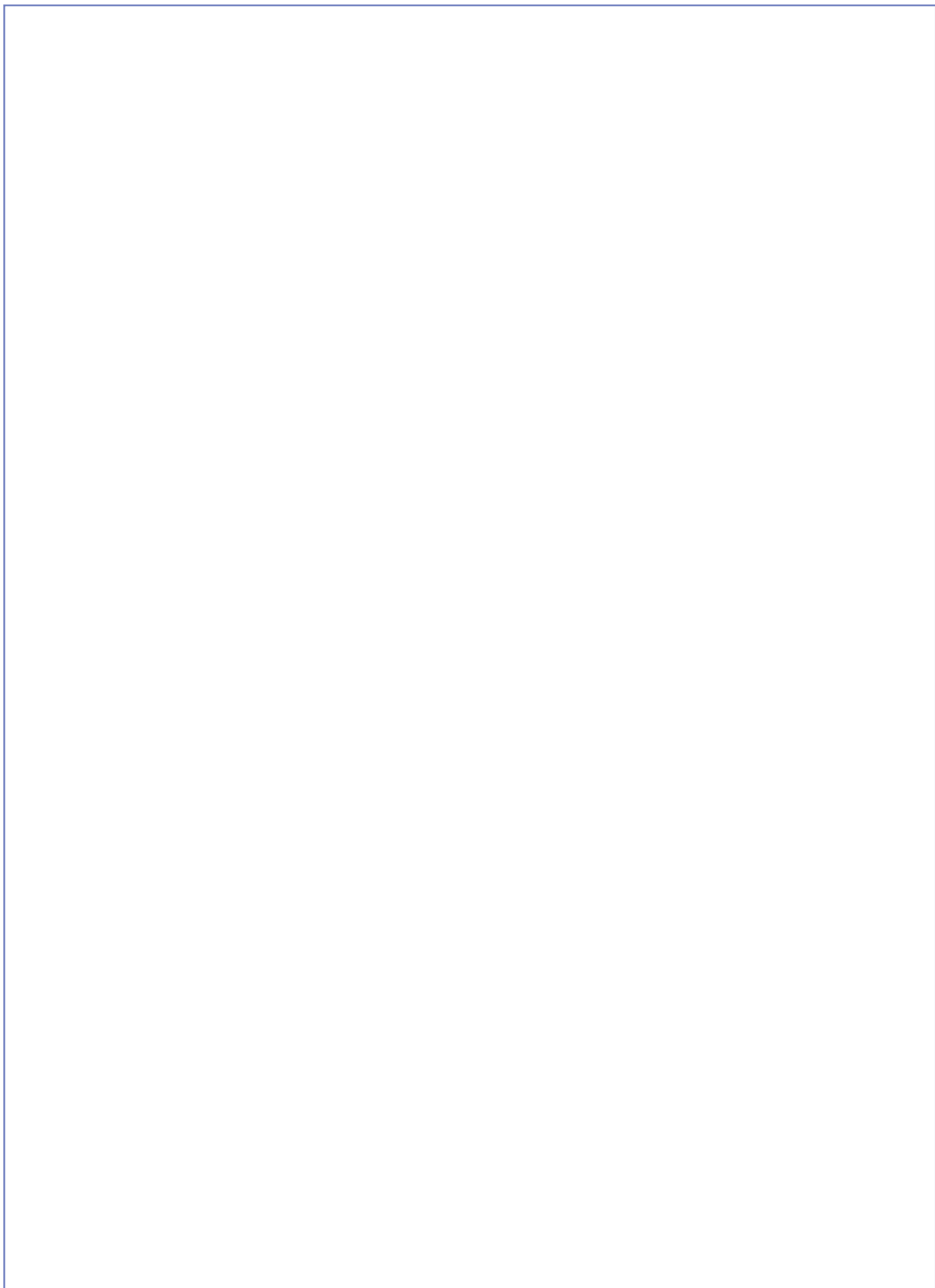
Complete the What I learned column in the KWL chart.



Browsing job portals to apply for jobs, applying for jobs with resume are the first step in getting prepared to the world of work. The next step is to practise and rehearse on how to conduct oneself during the interview through mock interviews. The feedback given by peers during the mock session will help trainees improve their performance based on the suggestions. This will help them perform better in real interviews.



<https://www.themuse.com/advice/the-ultimate-interview-guide-30-prep-tips-for-job-interview-success>



## 1. Basics of Computers



**At the end of this lesson, you shall be able to:**

- recognize a computer
- identify the important parts of a computer
- recognise the functions of the various parts of a computer.



**Basics of Computers:** Computers and internet have made communication faster and reduced physical distances. They have improved human capabilities to do many tasks. There are many advantages in using computers and internet today. Computers help to quickly find information, learn new things, communicate with people around the world and manage life better. Computers helps us learn anytime, anywhere and about anything.

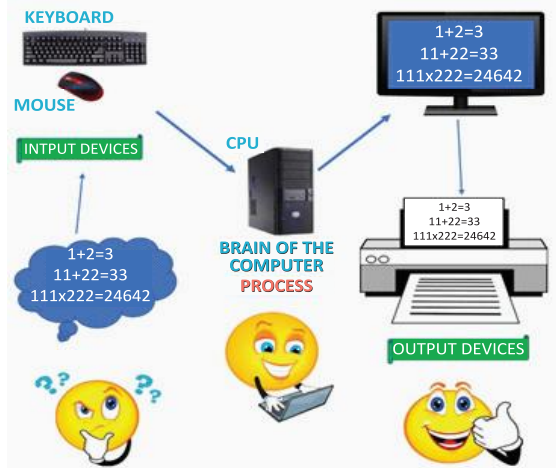


What I already **K**now

What I **W**ant to find out

What I **L**earned





A computer is an electronic, device used to process data. It is used to convert data into information that is useful to people/users. A computer system consists of hardware and software components.

Hardware is the physical equipment such as the case, storage drives, keyboards, monitor, cables, speakers and printers.

Software is the operating system and programmes.

The Operating System instructs the computer on how to operate.

Programmes or applications perform different functions.

Central Processing Unit (CPU)

The CPU is like the human brain. It performs the following functions: all calculations, all decisions, and controls all units of the computer.



1. Here is a quick competition for you! With a friend, try and name as many parts of a computer as you can in 2 minutes. Let's see who can name maximum parts?



Computers have 2 types of parts – Input devices and Output devices.

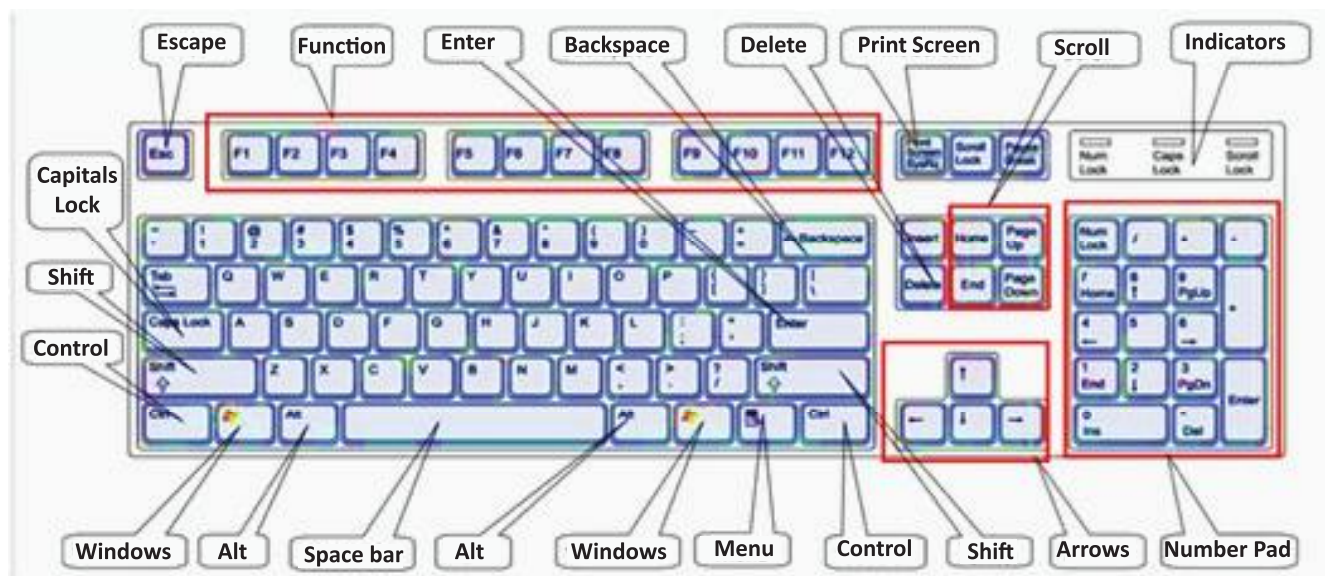
**Input devices** help a user work and interact with a computer. It allows the user to enter data into the computer. Input devices include keyboard, mouse, digital camera, scanner, microphone, barcode reader, joystick.

a. Keyboard

Keyboards allow a computer user to input letters, numbers and other symbols into a computer.

It uses an arrangement of buttons or keys.

It requires pressing and holding several keys simultaneously or in sequence.





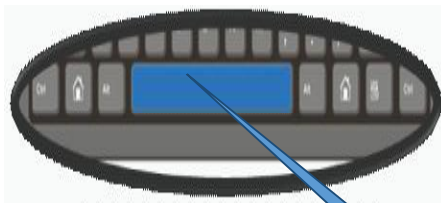
**Shift** lets you type an uppercase letter or character when used in combination with another letter/number key.



**Caps Lock** allows all letters to be typed in uppercase without having to press shift.



**Windows logo key** lets you open the start menu.



**Alphanumeric Keys** are for letters, numbers, punctuations, symbols, the spacebar, tab, backspace, caps lock, shift and enter keys.

#### ALPHANUMERIC KEYS



**Spacebar** allows a space to be indicated when pressed.



**Enter** allows the cursor to be moved to the beginning of the next line.

**Backspace** key deletes the character before the cursor, or the selected text chosen.



#### b. Mouse



Using the mouse involves the following techniques

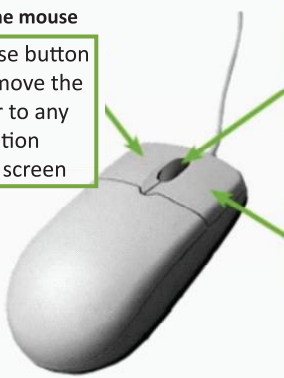
- **Pointing:** Move the mouse to move the on-screen pointer
- **Clicking:** Press and release the left mouse button once
- **Double-clicking:** Press and release the left mouse button twice
- **Dragging:** Hold down the left mouse button as you move the pointer.

### Parts of the mouse

Left mouse button click to move the pointer to any position on the screen

Wheel between the right and left mouse buttons used to move/scroll up and down the pages

Right mouse button-click to bring up other menus



### c. Digital Camera

From the view point of a computer, a digital camera sends data (photos / video) in to the computer. So, it is considered an input device.



### d. Scanner



A scanner is an input device that scans documents such as photographs and pages of text. When a document is scanned, it is converted into digital format.

### e. Mic / Microphone

Microphone is an input device where sound is stored in a digital form or voice instructions. The microphone is used for various applications such as adding sound to a multimedia presentation or for mixing music.



### f. Barcode Reader



A BCR (barcode reader) or scanner, also known as a POS (point of sale) scanner is a hardware input device capable of reading a barcode using laser. It can also print the details of the product or log information about that product into a database.

### g. Webcam



A webcam is an input device because it captures a video image of the scene in front of it. It is either built in to the computer (laptop) or it is connected through a USB cable.



**Output devices** are computer hardware equipment that receive or display output from a computer. These devices help us experience and receive data from a computer. Output devices include monitor, printer, speakers, headphones, projector.

#### a. Monitor

The device which displays computer output is called a monitor. The monitor displays the video and graphic information generated by the computer through the video card. Monitors are very similar to televisions, but usually display information at a much higher resolution.



#### Cathode Ray Tube (CRT)

- Large
- Heavy
- Produce heat
- Not expensive



#### Liquid Crystal Display (LCD)

- Less space
- Lighter
- Low power consumption
- Expensive
- Limited viewing angle



#### Light-emitting Diode (LED)

- Less space
- Lighter
- Very expensive
- Provide higher contrast and better viewing angles

#### b. Printer

Printer is an external hardware device responsible for taking computer data and generating a hard copy of that data.

Printers are one of the most used output devices on computers. They are commonly used to print text, images and photographs.



#### c. Speakers

A hardware device connected to a computer's sound card that outputs sounds generated by the computer.

Speakers can be used to alert the user as well as for music and spoken text.



#### d. Headphones



Headphones give sound output from the computer.

They are similar to speakers, except that they are worn on the ears. So, only one person can hear the output at a time.



## e. Projector

An output device that can take the display of a computer screen and project a large version of it onto a flat surface. Projectors are often used in meetings and presentations so that everyone in the room can view the presentation.



Complete the What I learned column in the KWL chart.



Name the part that is called the brain of a computer.

What do you think are the most useful parts of a computer?

How do you think we can learn anywhere and anytime using a computer?



Go to a computer store and ask the storekeeper to show you the different parts of a computer and find out their price.

What is the most delicate and expensive part of a computer?

What is the cheapest part of a computer?

<https://www.youtube.com/watch?v=6Gkd2QOWKAI>

<https://www.youtube.com/watch?v=wHGfCn9yZGM>

<https://www.youtube.com/watch?v=HrbQ6XvtLFo>

[https://www.youtube.com/watch?v=YhaHq3pz\\_IQ](https://www.youtube.com/watch?v=YhaHq3pz_IQ)