Title: **Basic Computer Literacy Needs Analysis of Selected Grade 11 Students in Gen. E. Aguinaldo National High School – Bailen during S.Y. 2018-2019**

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School Year: 2018 – 2019

Nowadays, the evolution of technology has dramatically changed and is making great impact in our lives. It has become integral part of the modern world and is now considered as one of the most important elements in the societies today.   As 21st Century Learners, there are lots of skills that we need to have to be able to cope up with our fast-paced world, one skill being computer literate. The importance of being computer literate in these times are unquestionable because we are now inclined to computers and technology. Computer literacy is essential to anyone who expects to integrate and succeed in the 21st century society (Cohen, 2016).

However in the Philippines, unlike in other countries that are technologically advanced, the government is still building its pillars for computer literacy. Therefore, this study sought to describe the level of awareness and level of knowledge towards computer literacy and analyze it; specifically on selected Grade 11 students in a public school located in the Municipality of Gen. Emilio Aguinaldo, Cavite wherein there are two junior high school specializations namely ICT and Cookery.

To determine the level of awareness and level of knowledge of the respondents towards computer literacy, quantitative research method was applied. We utilized a researchers-made questionnaire divided into 3 main parts: Demographic Profile, Level of Awareness and Level of Knowledge.

Afterwards the data was analyzed using frequency, weighted mean, t-test and one way ANOVA.

The study uncovered that the student-respondents are fully aware of the hardware, software components and internet operations. However, level of awareness towards internet operations obtained the highest while software components received the least. In terms of their level of knowledge, the data positively showed that the student-respondents are knowledgeable on word processors and internet operations, however it also indicated that they are not quite as knowledgeable in towards hardware components, presentation software and spreadsheet software.

The results also showed that there was no significance between the student-respondents' level of awareness and knowledge when grouped according to gender and their specialization; their level of awareness and knowledge are not in significance when compared to cookery and those who did not took specializations.

APPENDIX A

RESEARCH QUESTIONNAIRE

Instruction. Please fill out the required information by putting a check ( ) on the box provided

Name (Optional): _____ Gender: □ Male □ Female

Junior High School Specialization: (If studied in GEANHS during JHS)

□ Information Communication Technology (ICT)

□ Cookery

□ N/A

Level of Awareness:

5 = I am fully aware   - "I have seen and heard of this and can exactly describe it

4 = I am moderately aware - "I have seen and heard of this and can moderately describe it

3 = I am somewhat aware   - "I have seen and heard of this but cannot describe it"

2 = I am slightly aware   - "I have only seen this/I have only heard this"

1 = I am not aware   - "I have never seen and heard of this"

	1	2	3	4	5
A. Hardware					
1. Printer					
2. Scanner					
3. CD/DVD Drive					
4. Mouse					
5. Keyboard					
6. External Storage (USB Flash Drive, External Hard Drive)					
B. Software					
1. Operating System (e.g. Windows)					
2. Word Processors (e.g. Microsoft Word)					

	1	2	3	4	5
3. Spreadsheet Software (e.g. Microsoft Excel)					
4. Presentation Software (e.g. Microsoft Powerpoint)					
5. Multimedia (e.g. Windows Media Player)					
6. Image and Video Manipulation Software (e.g. Adobe Photoshop, Filmora, Sony Vegas Pro, etc..)					

C. Internet Operations					
1. E-mail (e.g. Gmail, Yahoo Mail)					
2. Web Browsers (e.g. Google Chrome)					
3. Search Engine (e.g. Google)					
4. Website (e.g. Facebook, Youtube)					

Level of Knowledge

5 = Outstanding
4 = Very Good
3 = Good

2 = Poor
1 = Very Poor (No Knowledge at all)

	1	2	3	4	5
A. Hardware					
1. Printer					
a. I can print on standard size papers					
b. I can deal with paper jam					
2. Scanner					
a. I can scan documents					
b. I can print/make copies of the document					
3. CD/DVD Drive					
a. I can view the contents of a CD/DVD					
b. I can burn files into the CD/DVD					
4. Keyboard					
a. I can input keyboard shortcuts					
b. I can input various keys and symbols					
5. External Storage (USB Flash Drive, External Hard Drive)					
a. I can move files into the external storage					
b. I can format/reformat the external storage					

B. Software					
1. Word Processors					
a. I can create a blank document					
b. I can save a document					
c. I can open a document					
d. I can change the text face (font, style, color)					
e. I can insert tables					
f. I can insert pictures					
g. I can insert bullets and numberings					
h. I can change the margins of the document					
i. I can change the alignment of the text					
j. I can change the paper size of the document					
B. Presentation Software					
a. I can create a new blank template					
b. I can save a powerpoint					
c. I can open a powerpoint					
d. I can change the text face (font, style, color)					
e. I can insert tables					
f. I can insert pictures					
g I can add slides					
h. I can change the background of the document					
i. I can apply transitions and animations					
j. I can insert bullets and numberings					
C. Spreadsheets					
a. I can create a new blank spreadsheet					
b. I can input formulas					
c. I can change the cell color					
d. I can change the text face (font, style, color)					
e. I can modify the column width and row height					
f. I can apply borderlines					
g. I can merge cells					
h. I can align data within a cell					
i. I can insert a picture					
j. I can insert a graph					
D. Windows Operation					
a. I can create and rename folders					
b. I can create shortcuts					
c. I can recover deleted documents					
d. I can save/move files into different directories					
e. I can search a file					
f. I can troubleshoot windows problems					
g. I can minimize and maximize windows					
h. I can multi task between different windows					

i. I can install/uninstall programs				
E. Internet Operations				
a. I can create my own email account				
b. I can create my own social media account				
c. I can send files using email				
d. I can go to a website				
e. I can bookmark a website				
f. I know how to use a search engine (e.g. Google, Bing)				
g. I know how to download an image, file, software				