

Computer Basics Course – 2-Month

Month 1: Fundamentals of Computers

Week 1: Introduction to Computers

- Understanding computer components (hardware & software)
- Types of computers and their uses
- Basic computer terminology

Week 2: Operating Systems & Navigation

- Introduction to operating systems (Windows/macOS)
- File management (creating, saving, organizing files)
- Personalizing system settings

Week 3: Basic Software & Applications

- Using Microsoft Office (Word, Excel, PowerPoint basics)
- Installing and managing software
- Introduction to cloud computing

Week 4: Internet & Email Basics

- Understanding web browsers and search engines
 - Safe internet browsing practices
 - Creating and managing email accounts
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Month 2: Practical Skills & Troubleshooting

Week 5: Digital Communication & Online Safety

- Using social media and messaging apps
- Cybersecurity basics (passwords, phishing, malware)
- Safe online transactions

Week 6: Basic Troubleshooting & Maintenance

- Common computer issues and fixes
- Cleaning and maintaining a computer
- Updating software and drivers

Week 7: Working with Multimedia

- Basics of photo and video editing
- Using media players and recording tools
- Connecting peripherals (printers, USB devices)

Week 8: Final Project & Review

- Hands-on project (creating documents, presentations)
- Recap of key concepts
- Q&A and certification (if applicable)

This structure ensures a step-by-step learning process, making it easy for beginners to grasp and apply computer skills effectively.