

Basic Level – Introduction to IT & Digital Skills

Day 1: Computer Fundamentals & Hardware

Introduction to Computers and Digital Systems

- - What is a computer? Components and functionality
- - Input, Output, Processing, and Storage concepts

Exploring Computer Hardware

- - Motherboard, CPU, RAM, Storage Devices, and Ports
- - How peripherals work: Keyboard, Mouse, Printer, Scanner

Setting Up and Maintaining a Computer

- - Booting, BIOS basics, and connecting devices
- - Understanding file systems and storage organization

Hands-on / Activities

- - Assembling a PC virtually
- - Identifying ports, devices, and their use

Day 2: Software & Data Basics

Introduction to Software

- - Types: System Software vs Application Software
- - Operating Systems overview (Windows, macOS, Linux)

Working with Applications

- - Office Suite basics (Word, Excel, PowerPoint)
- - Browsers, email clients, and cloud tools

Basic Data Concepts

- - What is data? Files, folders, and databases
- - Data input, storage, and backup practices

Hands-on / Activities

- - Create, edit, and manage files
- - Save and retrieve data using cloud storage