

Intermediate Level – Applied Computing and Data Handling

Day 1: Systems & Software Integration

Deep Dive into Operating Systems

- - User accounts, permissions, and system settings
- - File management and troubleshooting

Software Installation and Updates

- - Managing software versions, patches, and compatibility
- - Open-source vs licensed software

Networking Essentials

- - IP addresses, LAN/WAN concepts
- - Internet safety, firewalls, and antivirus tools

Hands-on / Activities

- - Set up user accounts and configure basic networks

Day 2: Data Processing and Programming Basics

Data Handling and Processing Tools

- - Introduction to Excel and database tools (Access / Google Sheets)
- - Sorting, filtering, and summarizing data

Introduction to Programming Logic

- - Algorithms, flowcharts, and problem-solving steps
- - Basic syntax using Python or Scratch

Hands-on / Activities

- - Simple Python programs for data input/output
- - Data summarization using spreadsheets
- - Mini Project: Create a small data analysis report combining Excel and code