WELCOME TO OUR COMPUTER BASICS COURSE

Week 1: Introduction to Computers

- Overview of the components of a computer

- Understanding hardware and software

- Common terminology used in computing

Week 2: Operating Systems

- What is an operating system?

- Common operating systems (Windows, Mac OS, Linux)

- Understanding the user interface

- File management

Week 3: Internet and Networking

- Understanding the internet and how it works

- Common internet services (email, web browsing, social media)

- Overview of networking concepts (LAN, WAN, routers, etc.)

Week 4: Security and Privacy

- Common threats to computer security (viruses, malware, phishing)

- Protecting your computer and data

- Online privacy concerns and how to protect your personal information

Week 5: Word Processing

- Overview of word processing software (Microsoft Word, Google Docs, etc.)

- Creating and formatting documents

- Inserting images and tables

- Collaboration and sharing

Week 6: Spreadsheets

- Overview of spreadsheet software (Microsoft Excel, Google Sheets, etc.)

- Creating and formatting spreadsheets

- Basic formulas and functions

- Charts and graphs

Week 7: Presentations

- Overview of presentation software (Microsoft PowerPoint, Google Slides, etc.)

- Creating and formatting presentations

- Inserting images and media

- Delivering effective presentations

Week 8: Digital Media

- Overview of digital media (photos, videos, audio)

- Common software for managing and editing digital media

- Sharing and publishing digital media online

Week 9: Hardware and Troubleshooting

- Understanding hardware components (CPU, RAM, hard drive, etc.)

- Common hardware issues and how to troubleshoot them

- Overview of computer maintenance and optimization

Week 10: Future of Computing

- Emerging technologies (AI, IoT, blockchain, etc.)

- Ethical and social implications of technology

- Careers in computing

Week 11: Cloud Computing

- Understanding cloud computing and its advantages

- Cloud storage and file sharing services (Dropbox, OneDrive, Google Drive, etc.)

- Cloud-based software and services (Microsoft Office 365, Google Workspace, etc.)

Week 12: Mobile Devices

- Overview of mobile devices (smartphones, tablets)

- Mobile operating systems (iOS, Android)

- Mobile apps and app stores

- Syncing and backing up data

Week 13: Virtual and Augmented Reality

- Understanding virtual and augmented reality

- VR and AR technologies and applications

- Implications for entertainment, education, and business

Week 14: Coding and Programming

- Overview of coding and programming languages

- Common programming concepts (variables, loops, functions, etc.)

- Introduction to coding environments (Scratch, Python, etc.)

Week 15: Web Development

- Introduction to web development (HTML, CSS, JavaScript)

- Overview of web development tools and frameworks (WordPress, Bootstrap, etc.)

- Designing and publishing a basic website

Week 16: E-commerce and Online Transactions

- Overview of e-commerce and online transactions

- Online payment systems (PayPal, Venmo, etc.)

- Online shopping platforms (Amazon, eBay, etc.)

Week 17: Productivity and Collaboration Tools

- Overview of productivity and collaboration tools (Trello, Asana, Slack, etc.)

- Using project management and team communication software

- Effective collaboration and productivity strategies

Week 18: Social Media

- Overview of social media platforms (Facebook, Twitter, Instagram, etc.)

- Social media etiquette and best practices

- Leveraging social media for personal and professional goals

Week 19: Data Analytics and Visualization

- Introduction to data analytics and visualization

- Common data analysis tools and techniques

- Data visualization principles and tools (Tableau, Power BI, etc.)

Week 20: Ethical and Legal Issues in Computing

- Overview of ethical and legal issues in computing

- Intellectual property and copyright

- Privacy concerns and data protection laws