**1. Basics of Computers:**

- Understand the basic components of a computer system (CPU, memory, storage, etc.).

- Learn about the different types of computers (desktops, laptops, tablets, etc.).

- Familiarize yourself with computer terminology (operating system, software, hardware, etc.).

**2. Operating Systems:**

- Learn about different operating systems like Windows, macOS, and Linux.

- Understand how to navigate the operating system and perform basic tasks.

**3. Productivity Software:**

- Get familiar with productivity software such as Microsoft Office or Google Workspace (Word processing, spreadsheets, presentations).

- Learn how to create, edit, and format documents, spreadsheets, and presentations.

**4. Internet and Web Browsing:**

- Understand the basics of the internet and how it works.

- Learn how to use web browsers effectively, including searching for information and navigating websites.

5. Online Safety and Security:

- Learn about online safety practices, such as creating strong passwords and being cautious while sharing personal information.

- Understand how to protect your computer from malware and viruses.

6. Basic Programming Concepts:

- Explore the fundamentals of programming, including variables, data types, conditionals, loops, and functions.

- Start with beginner-friendly programming languages like Python or JavaScript.

7. Web Development:

- Learn the basics of HTML and CSS for creating web pages.

- Familiarize yourself with web development frameworks and tools.

8. Data Management and Analysis:

- Gain knowledge of basic data management concepts, including databases and spreadsheets.

- Learn how to organize, analyze, and visualize data using tools like Excel or Google Sheets.

9. Information Systems and E-commerce:

- Understand how information systems support businesses.

- Learn about e-commerce platforms, online marketing, and digital payment systems.

10. Continuous Learning:

- Keep up with technology trends and advancements.

- Stay curious and explore new tools, programming languages, or concepts as you progress.

1. Database management- Excell, access, sql
2. Basics of programming – python, python- connector
3. Basics of web dev
4. Information Systems and E-commerce: