Introduction to Computers & Smartphones

Duration: 3 Weeks (15 Days)

Target Audience: Beginners with little or no experience with computers or smartphones

Objective: To equip learners with basic digital literacy skills to confidently use computers and smartphones for personal and business purposes.

Week 1: Basics of Computers

- Day 1: Introduction to Digital Devices - Computers vs Smartphones

- Day 2: Understanding Computer Parts - Monitor, CPU, Keyboard, Mouse

- Day 3: Powering On/Off, Desktop Navigation

- Day 4: Using the Keyboard and Mouse (Clicking, Dragging, Typing)

- Day 5: Basic Applications - File Explorer, Calculator, Notepad

Week 2: Getting Smart with Smartphones

- Day 6: Introduction to Android Smartphones

- Day 7: Basic Smartphone Navigation - Touch, Swipe, Settings

- Day 8: Making Calls, Sending SMS, Saving Contacts

- Day 9: Connecting to WiFi and Mobile Data

- Day 10: Using the Camera, Gallery, and Voice Recorder

Week 3: Digital Skills and Safety

- Day 11: Introduction to the Internet - Browsers and Search Engines

- Day 12: Setting up and Using Email

- Day 13: Introduction to Social Media - WhatsApp, Facebook, YouTube

- Day 14: Mobile Money - MPESA Basics, Airtime Purchase, Sending Money

- Day 15: Digital Safety - Passwords, Scams, Safe Browsing