Certificate in Digital Literacy

Course Curriculum | *www.hiit.ng*

Course Overview: *In today's world it has become absolutely paramount for individuals of this day and age to acquire the basic IT skills to proficiently use a computer. This certificate course is designed to identify, develop and certify individuals with requisite skills and knowledge to utilize a computer in the office, home and school environments. It provides people of all ages with the means to increase their IT skills, prove their expertise, improve their academic performance and advance their professional careers.*

MODULE	TOPIC	HOURS	OBJECTIVES
1. General Computer- PC/IT	Definition & Brief History of Computer Uses / Benefits of Computers Computer Sub-System General Classification of Computers Computer Virus: - meaning & remedies	4	To have Basic Knowledge of Computer System.
2. Operating System- OS	Definition & Function of Operating System Types & Classification of Operating System Definition & Understanding of Windows Interface Definition of Terms Practicals	4	Understand Operating System & have Minimal Microsoft Windows Operating System Knowledge.
3. Microsoft Word- WP	Definition, Merits & Demerits of Word Processors Definition & Features of Ms Word Loading Ms Word Useful Basic Tabs in Ms Word Self-Practice	4	Understand Word Processors & Acquire Basic Microsoft Word Proficiency.
4. Microsoft Excel- ES	Definition of Electronic Spreadsheet & Introduction to MS-Excel, Meaning, Uses and areas of application. Loading MS-Excel using different Method Understanding Ms Excel Screen, Definition of Terms Introduction to Formula, Function & Calculation Operators Formatting Worksheet & Data Introduction to Chart & working with Chat Self-Practice	4	Understand Electronic Spreadsheet & have Basic Microsoft Excel Proficiency.
5. Microsoft Powerpoint- CAP/01	Definition of Presentation Softwares, Examples & Functions. Introduction to Ms Powerpoint, Loading & Features Creating Presentations using Different Methods Working with Slides, Slide Layout Animation Effects, Slide Transition, Loop Continue until Esc.	4	Understand Presentation Software & Acquire Basic Microsoft Powerpoint knowledge.
6. Internet & Social Media Basic- ISMB	Introduction to Networking & its Importance Types of Network Social Media & Its Importance E-mail Account & Working with E-mails Practicals	4	Understand the Internet, uses & have Basic knowledge of Social Media.
	END OF COURSE EXAMS		
	TOTAL		