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.*

WEEK	DAY	MODULE	OBJECTIVES	TOPICS	HOURS
Week 1	Day-1	1. General Computer Basics	Understanding the Basics of Computer System.	1. Definition & Brief History of Computers	2
	Day-2	2. General Computer Basics (Cont'd)		2. General Classification of Computers 3. Computer Virus: - meaning & remedies 4. Computer Anti-Virus: - meaning & remedies	2
	Day-3	3. Operating System (OS)	Understanding the Operating System & have Minimal Microsoft Windows Operating System Knowledge.	1. Definition & Function of Operating System 2. Types & Classification of Operating System 3. Examples and Versions of Operating System 4. Definition & Understanding of Windows Interface	2
Week 2	Day-4	4. Operating System (Cont'd)	Understanding the Operating System & have Minimal Microsoft Windows Operating System Knowledge.	1. Definition & Understanding of Ms DOS 2. Definition of Terms 3. Ms DOS Basic Commands (introd.) Practicals	2
	Day-5	5. Microsoft Word	Understanding Word Processors & Learn Basic Microsoft Word Proficiency.	1. Definition, Merits & Demerits of Word Processors 2. Definition & Features of Ms Word 3. Loading Ms Word 4. Understanding Ms Word 2016 Screen	4
	Day-6	6. Microsoft Word (Cont'd)		5. Useful Basic Tabs in Ms Word 6. Working with Ms Word to create documents Self-Practice	
Week 3	Day-7	7. Microsoft Excel	Understanding the Electronic Spreadsheet & Learn Basic Microsoft Excel Proficiency.	1. Definition of Electronic Spreadsheet & Introduction to MS-Excel, Meaning, Uses and areas of application. 2. Loading MS-Excel using different Method 3. Understanding Ms Excel Screen, Definition of Terms	6
	Day-8	8. Microsoft Excel (Cont'd)		4. Introduction to Formula, Function & Calculation Operators 5. Formatting Worksheet & Data	
	Day-9	9. Microsoft Excel (Cont'd)		6. Introduction to Chart & working with Chat Self-Practice	
Week 4	Day-10	10. Microsoft Powerpoint	Understanding the Presentation Software & Learn Basic Microsoft PowerPoint knowledge.	1. Definition of Presentation Softwares, Examples & Functions. 2. Introduction to Ms PowerPoint, Loading & Features 3. Creating Presentations using Different Methods	4
	Day-11	11. Microsoft PowerPoint (Cont'd)		4. Working with Slides, Slide Layout 5. Animation Effects, Slide Transition, Loop Continue until Esc. Practicals	
	Day-12	12. Internet & Social Media Basic (ISMB)	Understand the Internet, uses & have Basic knowledge of Social Media.	1. Introduction to Networking & its Importance 2. Types of Network 3. Social Media & Its Importance 4. E-mail Account & Working with E-mails Practicals	2
				END OF COURSE EXAMS	
				TOTAL	**24**