



## Digital Literacy Course Curriculum

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### Course Overview:

*In today's world it has become absolutely paramount for individuals 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	Basic Understanding of Computer Systems eg. Microsoft Windows Operating System.	1. Definition & Brief History of Computers 2. General Classification of Computers 3. Computer Virus: - meaning & remedies 4. Computer Anti-Virus: - meaning & types	2.0
		2. Operating System	Understanding Operating Systems & Gain 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 5. Windows Terms (Folder, Sub-Folder, Icons etc) 6. Windows Short Cut Keys (Win + R, Win + E, Win + L etc)	
	Day 2	3. Operating System (cont'd)	Understanding Operating Systems & Gain Microsoft Windows Operating System Knowledge.	1. Definition & Understanding of Ms DOS 2. Definition of Terms 3. Difference between Windows & DOS 4. Importance/Career Path of MS DOS 5. Ms DOS Basic Commands (introd.) 6. Practicals Exercises	2.0
	Day 3	4. 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 using different method 4. Understanding Ms Word 2019 & above Screen 5. Working with Ms Word (Page Number, Drop Cap, Columns, References, Citations etc).	2.0
Week 2	Day 4	5. Microsoft Word (cont'd)	Understanding Word Processors & Learn Basic Microsoft Word Proficiency.	6. Useful Basic Tabs in Ms Word 7. Working with Ms Word to create documents 8. Formatting a document 9. Self-Practice	2.0

WEEK	DAY	MODULE	OBJECTIVES	TOPICS	HOURS
Week 2	Day 5	6. 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 4. Cells, Ranges and Tables in Excel	2.0
	Day 6	6. Microsoft Excel (cont'd)	Learn Intermediate Excel Skills, Fomulars and Functions	5. Cell References, Relative, Absolute & Mixed References 6. Introduction to Formulas, Functions & Arithmetic Operators 7. Formatting Worksheet & Data	2.0
Week 3	Day 7	6. Microsoft Excel (cont'd)	Learn how to use shortcuts in Excel	1. Navigation techniques within worksheets and workbooks 2. Essential keyboard shortcuts for efficiency 3. Navigation keys (Ctrl+Home, Ctrl+End, Page Up/Down) 4. Selection shortcuts (Ctrl+Shift+Arrow keys) 5. Basic editing shortcuts (Ctrl+C, Ctrl+V, Ctrl+Z) 6. Mouse vs. keyboard efficiency techniques 7. <u>Moving between worksheets and workbooks</u>	2.0
	Day 8	6. Microsoft Excel (cont'd)	Learn Data entry techniques in Excel	1. Efficient data entry techniques 2. Filling cells using various methods (Fill Series, Flash Fill) 3. Copy, cut, paste operations and paste special options 4. Transpose data orientation 5. Split and combine cell contents 6. Undo/Redo operations and version control	2.0
	Day 9	6. Microsoft Excel (cont'd)	Learn to create Charts and graphs	1. Introduction to Charts & working with Charts 2. Summarize Data Using Pivot table and Charts 3. Formatting chart elements (colors, fonts, styles) 4. Self-Practice	2.0
Week 4	Day 10	7. 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	2.0
	Day 11	7. Microsoft Powerpoint (cont'd)	Understanding the Presentation Software & Learn Basic Microsoft PowerPoint knowledge.	4. Working with Slides, Slide Layout 5. Animation Effects, Slide Transition, Loop Continuously until Esc. 6. Practicals (Invitations, Film Cast, Seminars etc)	2.0
	Day 12	8. 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 Advantages & Disadvantages 4. E-mail Account & Working/Sending with E-mails	2.0
				<b>Total</b>	<b>24.0</b>