

Module 1: Introduction to ICT and Computers

Week 1-2 (Sessions 1-4)

1. Session 1:

- a. Course Overview and Expectations
- b. What is ICT?
- c. Importance of ICT in Everyday Life and Work
- d. Introduction to Computer Systems (Hardware & Software)

2. Session 2:

- a. Basic Components of a Computer:
 - CPU, Monitor, Keyboard, Mouse
 - Input and Output Devices
- b. Understanding Operating Systems: Overview of Windows, MacOS, and Linux

3. Session 3:

- a. Setting Up and Using a Computer
- b. Booting Process: Starting and Shutting Down Safely
- c. Exploring the Desktop: Icons, Taskbar, File Navigation

4. Session 4:

- a. Introduction to File Management:
 - Creating Folders
 - Copying, Moving, Renaming, and Deleting Files
- b. Basics of File Formats: Documents, Audio, Video, Images

Module 2: Word Processing

Week 3-4 (Sessions 5-8)

5. Session 5:

- a. Introduction to Word Processors (e.g., Microsoft Word, Google Docs)
- b. Creating, Opening, and Saving Documents

6. Session 6:

- a. Formatting Text: Fonts, Paragraphs, Indents, Line Spacing

- b. Using Bullets and Numbering, Headers & Footers

7. Session 7:

- a. Working with Tables, Images, and Shapes
- b. Page Layout and Printing Documents

8. Session 8:

- a. Document Collaboration: Sharing and Co-Editing Documents Online
- b. Practical Session: Creating a Professional Document

Module 3: Spreadsheets

Week 5-6 (Sessions 9-12)

9. Session 9:

- a. Introduction to Spreadsheets (e.g., Microsoft Excel, Google Sheets)
- b. Understanding Cells, Rows, Columns, and Worksheets

10. Session 10:

- a. Entering Data and Basic Formatting (Text Alignment, Number Formatting)
- b. Introduction to Basic Formulas (SUM, AVERAGE, etc.)

11. Session 11:

- a. Creating and Formatting Simple Charts (Bar, Line, Pie Charts)
- b. Sorting and Filtering Data

12. Session 12:

- a. Spreadsheet Practical: Budget Sheet Creation
- b. Conditional Formatting and Advanced Functions (IF, VLOOKUP, etc.)

Module 4: Presentation Software

Week 7 (Sessions 13-14)

13. Session 13:

- a. Introduction to Presentation Software (e.g., Microsoft PowerPoint, Google Slides)
- b. Creating and Structuring a Presentation: Slide Layout, Themes, Templates

14. Session 14:

- a. Adding Text, Images, and Charts to Slides

- b. Animations, Transitions, and Presentation Mode
- c. Practical: Create a Simple Presentation

Module 5: The Internet and Email Communication

Week 8-9 (Sessions 15-18)

15. Session 15:

- a. Introduction to the Internet: Browsers and Search Engines
- b. Browsing the Web Effectively: Using Keywords, Search Filters

16. Session 16:

- a. Introduction to Email (e.g., Gmail, Outlook)
- b. Setting Up an Email Account
- c. Composing, Sending, and Replying to Emails

17. Session 17:

- a. Organizing Emails: Using Folders, Labels, and Filters
- b. Email Attachments, Signatures, and Formatting

18. Session 18:

- a. Internet Safety and Email Etiquette
- b. Avoiding Scams, Phishing, and Malware
- c. Practical Session: Sending a Professional Email

Module 6: Digital Literacy and Collaboration Tools

Week 10-11 (Sessions 19-22)

19. Session 19:

- a. Introduction to Digital Literacy: Importance in the Modern World
- b. Introduction to Cloud Storage and Collaboration Tools (Google Drive, OneDrive)

20. Session 20:

- a. File Sharing and Collaboration: Working Together on Documents Online
- b. Introduction to Video Conferencing Tools (Zoom, Microsoft Teams)

21. Session 21:

- a. Introduction to Social Media: Purpose and Usage (Facebook, Twitter, LinkedIn)

- b. Professional Online Presence and Digital Footprint

22. Session 22:

- a. Digital Citizenship and Responsible Use of Technology
- b. Practical Session: Using Collaboration Tools for a Team Project

Module 7: ICT in the Workplace and Beyond

Week 12 (Sessions 23-24)

23. Session 23:

- a. ICT Applications in Various Sectors (Education, Healthcare, Business, etc.)
- b. Introduction to E-Commerce and Online Banking

24. Session 24:

- a. Future Trends in ICT: AI, Machine Learning, Big Data, and Cloud Computing
- b. Course Summary and Final Review
- c. Q&A and Feedback Session