Note: *This course outline and schedule are tentative and may be adjusted by the instructor depending on class progress and circumstances.*

Certificate In Information Technology

Course Outline

Course Details

The Certificate in Information Technology (CIT) is a comprehensive beginner-level program designed to equip learners with essential digital skills required in modern workplaces. The curriculum covers Office Automation, IT Concepts, Web Designing, and Programming Fundamentals — enabling students to gain practical, job-ready competencies.

Course Type: Certificate
Course Duration: 4 months
Class Frequency: 3 classes/week, 2 hours each
Mode of Delivery: On-Campus

Course Objectives

By the end of this course, students will be able to:

- Operate Windows 11 and use core Microsoft Office applications effectively.
- Understand the fundamentals of IT, hardware, and networking.
- Design and prototype user interfaces using Figma or Photoshop.
- Develop basic static websites using HTML5 and CSS.
- Understand and apply fundamental programming concepts using Python.

Week-wise Course Plan

Week	Topics Covered	Learning Objectives	Assignments
Week 1	**Introduction to Windows 11** • Navigating the desktop and taskbar • File and folder management • Customizing settings • Keyboard shortcuts	- Understand the Windows 11 environment - Manage files and folders efficiently - Personalize system settings for productivity	Organize a folder structure for "Personal" and "Work" files with shortcuts

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Week	Topics Covered	Learning Objectives	Assignments
Week 2	**Microsoft Word – Basics** • Document creation & formatting • Paragraph alignment & styles • Page setup & printing	- Create and format professional documents - Apply consistent text styling - Prepare documents for print and sharing	Create a formatted one-page bio document
Week 3	**Microsoft Word – Advanced** • Tables and columns • Mail merge for bulk letters • Inserting images, charts, and symbols	- Build structured documents - Automate repetitive tasks with mail merge - Integrate visuals for better communication	Design a company letterhead with a sample business letter
Week 4	**Microsoft Excel – Basics** • Spreadsheet navigation • Data entry and formatting • Simple formulas and auto-fill	- Create and manage data tables - Perform basic calculations - Use formatting for data clarity	Build a monthly expenses spreadsheet
Week 5	**Microsoft Excel – Advanced & PowerPoint Basics** • Functions (SUM, AVERAGE, IF) • Creating charts & graphs • PowerPoint interface and slide creation	- Use Excel for data analysis - Create visual data presentations - Develop engaging presentation slides	Create a 5-slide product presentation using Excel data
Week 6	**PowerPoint Advanced & Internet Basics** • Slide transitions and animations • Hyperlinks & multimedia integration • Internet browsing, search techniques, email setup	- Create dynamic presentations - Integrate multimedia elements - Use online tools effectively	Create a presentation with embedded video and hyperlinks

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Week	Topics Covered	Learning Objectives	Assignments
Week 7	**IT Concepts – Hardware & Networking** • Types of computers and components • Storage devices, input/output devices • LAN, WAN, IP addresses, Wi-Fi setup	- Identify computer hardware - Understand networking basics - Set up a basic network connection	Create a labeled diagram of a PC system and simple home network
Week 8	**IT Concepts – Data & Security** • Data types and binary basics • Cybersecurity fundamentals • Safe internet practices	- Understand data representation - Recognize common security threats - Apply safe browsing practices	Write a one-page report on 5 cybersecurity best practices

Week	Topics Covered	Learning Objectives	Assignments
Week 9	**UI/UX Design Fundamentals (Figma/Photoshop)** • Introduction to user interface design • Color theory and typography • Wireframing and layout design	- Understand design principles - Create wireframes for websites - Apply color and typography effectively	Design a homepage wireframe in Figma or Photoshop
Week 10	**HTML5 – Basics** • Structure of an HTML document • Headings, paragraphs, lists • Links, images, and tables	- Build basic web page structure - Embed images and links - Organize content using lists and tables	Create a personal profile webpage with text, image, and table
Week 11	**HTML5 – Advanced & Introduction to CSS** • Forms and input fields • Semantic HTML • CSS syntax, selectors, and properties	- Create interactive forms - Apply semantic markup - Style elements with CSS	Build a contact form page with CSS styling

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Week	Topics Covered	Learning Objectives	Assignments
Week 12	**CSS Styling & Layouts** • Colors, fonts, and backgrounds • Box model and spacing • Flexbox and simple grid layouts	- Apply advanced styling - Create responsive layouts - Improve website aesthetics	Redesign the personal profile webpage using CSS layout techniques
Week 13	**Introduction to Python Programming** • Python installation and setup • Variables and data types • Basic input/output	- Write basic Python scripts - Work with different data types - Take user input and display output	Write a Python program to take user details and display them
Week 14	**Control Structures in Python** • If-else statements • For and while loops • Logical operators	- Use decision-making in programs - Automate repetitive tasks - Apply conditional logic	Create a number guessing game in Python
Week 15	**Functions & Data Structures in Python** • Defining and calling functions • Lists, tuples, dictionaries • Simple data manipulation	- Organize code with functions - Store and retrieve multiple values - Perform basic data operations	Create a contact book storing names and phone numbers
Week 16	**Final Integration Project** • Building a static website • Adding interactivity with Python scripts • Project documentation and presentation	- Apply all learned skills - Build and document a complete project - Present work professionally	Submit final CIT project: Static website with Python-based features

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Assessment Structure

- **Weekly Assignments:** 30%
- **Mid-Course Practical Test (End of Office Automation):** 20%
- **Final Project (End of Course):** 30%
- **Class Participation:** 20%

Final Project

1. **Title:** "Business Proposal"
   Description: Students will prepare a **professional Word report**, an **Excel budget sheet with charts**, and a **PowerPoint presentation** to present their proposal. The project should demonstrate **formatting, data handling, and presentation design skills** learned throughout the course.
2. Students will design and develop a functional static website with basic interactivity using HTML, CSS, and Python scripts for simple back-end logic.

Recommended Resources

- *Microsoft Office User Guides* – Microsoft Docs
- *HTML & CSS: Design and Build Websites* by Jon Duckett
- *Python Crash Course* by Eric Matthes
- Official Figma & Photoshop Learning Portals
- W3Schools, MDN Web Docs, Python.org tutorials

Attendance Policy

Regular attendance is essential for successful course completion. Students are expected to attend at least **80% of classes**. More than **20% unexcused absences** may result in disqualification from the final project and certification.

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