



KIDS & TEENS FREELANCING TRAINING INSTITUTE

3 Months Computer Diploma Course Outline

Module 1: Introduction to Computers

- What is a computer and how it works
 - Real-life example: How your computer helps with writing, games, and internet browsing
 - Basic components: CPU, monitor, keyboard, mouse
 - Hands-on: Identify components and boot up a computer
 - Activity: Set up your computer and open basic apps
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Module 2: Microsoft Word – Creating Documents

- Introduction to Microsoft Word and its features
 - Real-life example: Writing a report for school or work
 - Formatting text, paragraphs, and images in Word
 - Using tools like spell check and font styles
 - Activity: Create a personal letter using Word
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Module 3: Microsoft Excel – Organizing Data

- Introduction to Microsoft Excel for data management
 - Real-life example: Creating a budget spreadsheet
 - Using formulas, charts, and tables in Excel
 - Activity: Build a simple budget tracker in Excel
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Module 4: Microsoft PowerPoint – Creating Presentations

- Introduction to Microsoft PowerPoint for creating slideshows

- Real-life example: Making a presentation for a school project or meeting
 - Inserting text, images, transitions, and animations
 - Activity: Create a short presentation about your favorite hobby
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Module 5: Introduction to Internet and Browsing

- What is the internet and how does it work
 - Real-life example: Browsing websites and using Google Search
 - Safety tips for browsing the internet
 - Using browsers like Chrome, Firefox, and Edge
 - Activity: Search for information online and bookmark a useful website
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Module 6: Introduction to Email and Communication

- Setting up an email account and sending emails
 - Real-life example: Communicating with friends, family, or coworkers via email
 - Understanding email etiquette
 - Activity: Compose and send an email with an attachment
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Module 7: Computer Troubleshooting and Maintenance

- Common computer problems and how to fix them
 - Real-life example: Restarting your computer when it's slow or freezing
 - Performing regular maintenance: Updates, backups, and virus checks
 - Activity: Run a system check and update your computer
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Module 8: Career Paths in IT

- Exploring IT job roles: IT technician, network administrator, support specialist
 - Real-life example: How IT support professionals help businesses and individuals
 - What skills are needed for different IT careers
 - Activity: Research an IT career path and plan your professional journey
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Bonus Materials

- Basic computer troubleshooting guide

- Online tutorials for each software (Word, Excel, PowerPoint)
- Career resources for IT job seekers
- Certificate of Completion for Computer Diploma