The Institute of Management & Entrepreneurship
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# CIT COURSE CONTENTS

## 0.5 MONTH: KEYBOARD TYPING PRACTICE

OBJECTIVE: IMPROVE TYPING SPEED AND ACCURACY.

### CONTENT:

Week 1: Introduction to touch typing, basic hand positioning.

Week 2: Typing exercises for alphabetic keys, building muscle memory.

Week 3: Speed and accuracy tests, typing short paragraphs.

Week 4: Practice sessions, focus on improving speed, daily typing tests.

## 1 MONTH: SOFTWARE AND HARDWARE

OBJECTIVE: UNDERSTAND THE FUNDAMENTALS OF COMPUTER HARDWARE AND SOFTWARE.

### CONTENT:

Week 1: Introduction to computer hardware, components overview (CPU, RAM, storage, peripherals).

Week 2: Understanding operating systems (Windows, Linux, macOS), basic software installation and configuration.

Week 3: Troubleshooting common hardware and software issues, maintenance tips.

Week 4: Practical exercises, assembling a PC, installing operating systems, and basic software.

## 3.5 MONTHS: MS OFFICE (WORD, POWERPOINT, EXCEL) AND HTML/CSS

OBJECTIVE: DEVELOP PROFICIENCY IN MICROSOFT OFFICE SUITE AND BASIC WEB DEVELOPMENT.

### CONTENT:

Weeks 1-4 (MS Word):

- Creating and formatting documents, using styles and templates.
- Working with tables, images, and charts.

- Document collaboration and review features.

Weeks 5-8 (MS PowerPoint):

- Creating presentations, using themes and templates.
- Adding animations, transitions, and multimedia.
- Presenting tips and techniques.

Weeks 9-12 (MS Excel):

- Introduction to spreadsheets, basic formulas, and functions.
- Data analysis using pivot tables and charts.
- Advanced Excel features (macros, conditional formatting).

Weeks 13-14 (HTML & CSS):

- Introduction to web development, understanding HTML structure.
- Creating simple web pages, styling with CSS.
- Responsive design basics and hands-on project.

## 1 MONTH: COMPUTER COMMUNICATION AND NETWORKING

OBJECTIVE: GAIN FOUNDATIONAL KNOWLEDGE OF NETWORKING CONCEPTS AND COMMUNICATION PROTOCOLS.

### CONTENT:

Week 1: Introduction to computer networks, types of networks (LAN, WAN, MAN).

Week 2: Networking hardware (routers, switches, modems) and network topologies.

Week 3: Understanding IP addressing, subnetting, and basic routing.

Week 4: Network security basics, practical exercises in setting up small networks.