

CERTIFICATE IN IT (CIT) COURSE OUTLINE

Week	Class No.	Topics	Activities/Tools
Week 1	1	Introduction to Information Technology, IT Careers & Pathways	Presentation + Discussion
	2	Computer Hardware Fundamentals: Components & Functions	Hands-on: Hardware Identification
	3	Operating Systems: Windows, macOS, Linux Basics	Live Demo + OS Navigation Practice
Week 2	4	Networking Fundamentals: Concepts, Topologies, Protocols	Visual Examples + Q&A
	5	Internet & Web Technologies: Browsers, HTML Basics	Hands-on: Simple HTML Editing
	6	Project 1: Building a Basic IT Glossary & Hardware Diagram	Mini Project Submission
Week 3	7	Cybersecurity Basics: Threats, Vulnerabilities, Best Practices	Case Studies + Discussion
	8	Data Management: File Systems, Cloud Storage, Backup	Hands-on: Cloud Storage Setup
	9	Software Applications: Productivity Suites (MS Office, Google Workspace)	Hands-on: Document Creation
Week 4	10	Introduction to Programming Concepts: Logic & Flowcharts	Problem Solving Exercises
	11	Basic Scripting (e.g., Python Fundamentals)	Hands-on: Simple Scripting
	12	Project 2: Creating a Simple IT Troubleshooting Guide	Presentation
Week 5	13	IT Support & Troubleshooting: Common Issues & Solutions	Live Demo + Scenario Practice

Week	Class No.	Topics	Activities/Tools
	14	Customer Service in IT: Communication & Problem Resolution	Role-Playing Exercises
	15	Data Privacy & Ethics in IT	Discussion + Case Studies
Week 6	16	Emerging Technologies in IT (AI, IoT, Cloud Computing)	Open Discussion + Q&A
	17	Building an IT Professional Portfolio & Resume Tips	Workshop: Portfolio Planning
	18	Final Project & Career Readiness in IT	Project Completion + Feedback