



**Solardad Institute
Of Information
Technology(SIIT),
Okene**

**Professional Diploma
in
Computer
Applications
Programme**

TAUGHT BY

*Solardad Institute of
Information Technology (SIIT)*

COURSE LENGTH

6 Months

COURSE FEE

N 28,000 (Per Term)

SYLLABUS

PROFESSIONAL DIPLOMA IN COMPUTER APPLICATIONS

INTRODUCTION

The Solardad Institute of Information Technology Computer Applications Bootcamp is a comprehensive program designed to equip students with essential computer literacy and proficiency in key software applications. Over 6 months, participants will master computer systems, operating systems, troubleshooting, networks, and industry-standard tools like MS Word, MS Excel, MS PowerPoint, MS Access, and Corel Draw. The bootcamp aims to prepare students for professional roles by developing practical skills, fostering digital confidence, and building a portfolio of real-world projects.

Learning Outcomes

Upon completion, students will be able to:

- Understand computer systems, operating systems, and basic networking concepts. Troubleshoot common hardware and software issues effectively.
- Create professional documents using MS Word. Analyze and manage data with MS Excel spreadsheets.
- Design engaging presentations with MS PowerPoint. Build and query basic databases using MS Access and Create graphics and designs with Corel Draw.
- Apply digital security best practices and ethical computing principles. Develop a professional portfolio showcasing practical projects.

Who This Course Is For (Prerequisites and Target Audience)

This bootcamp is designed for:

- **Beginners:** Individuals with minimal computer experience seeking foundational skills.
- **Professionals:** Those looking to enhance productivity with software proficiency.
- **Students and Job Seekers:** Aspiring to enter administrative, data entry, or design roles.
- **Entrepreneurs:** Needing skills to manage digital workflows or create business materials.

Prerequisites:

- Basic literacy and numeracy skills.
- Access to a computer with Microsoft Office and Corel Draw installed.
- A willingness to learn and engage in hands-on activities.

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COURSE FEE

The tuition fee is N28,000, payable every three months. This covers course materials, software access, and career support. Payments are due at the start of each quarter, with flexible plans available. Contact admissions@solardad.edu for details. Late payments may incur a fee.

Payment Schedule:

- Payments are due at the start of each three-month period.
- Flexible payment plans may be available; contact the Solardad Institute administration for details.

TEACHING METHODS

The **Solardad Institute of Information Technology Computer Applications Bootcamp** employs practical, engaging methods to build proficiency in computer applications and digital literacy over 6 months, preparing students for professional environments.

- **Hands-On Practical Sessions:**

- Daily labs guided by instructors, focusing on tasks like creating MS Word documents, Excel spreadsheets, or Corel Draw designs.
- Use of real-world scenarios (e.g., designing a business flyer or analyzing data).

- **Group Activities and Collaborative Projects:**

- Weekly group tasks, such as creating a team presentation in MS PowerPoint or a shared database in MS Access.
- Peer feedback sessions to enhance learning and collaboration.

- **Weekly Assignments and Reviews:**

- Weekly tasks tied to modules (e.g., formatting a report in MS Word, creating charts in Excel).
- Instructor-led reviews provide feedback on functionality, design, and best practices.

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COURSE CONTENT

Introduction to Computer Systems

- *Computer Hardware: Understand components (CPU, RAM, storage) and their roles.*
- *Software Types: Explore system software, application software, and utilities.*
- *Basic Operations: Navigate computer interfaces, manage files, and perform basic tasks.*
- *Typing, Keyboard Mastery & Typing Speed*
- *Key Projects: Assemble a virtual PC configuration; create a hardware troubleshooting guide.*

Operating Systems and File Management

- *Operating Systems: Learn Windows and Linux basics, including system navigation and settings.*
- *File Management: Organize files, folders, and drives; understand file formats and backups.*
- *Command Line Basics: Use basic commands (e.g., dir, copy) for file operations.*
- *Key Projects: Set up a file organization system; create a backup plan for a small business.*

Troubleshooting and Computer Maintenance

- *Troubleshooting Techniques: Diagnose and resolve common hardware/software issues (e.g., slow performance, crashes).*
- *Maintenance Practices: Perform updates, disk cleanup, and malware scans.*
- *Tools: Use diagnostic tools like Windows Troubleshooter and Task Manager.*
- *Key Projects: Create a troubleshooting checklist; resolve a simulated system error.*

Computer Networks and Internet Basics

- *Networking Fundamentals: Understand LAN, WAN, IP addresses, and routers.*
- *Internet Basics: Explore browsers, search engines, and online safety.*

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COURSE CONTENT (Continued)

- *Network Troubleshooting: Diagnose connectivity issues and configure basic settings.*
- *Key Projects: Set up a small home network; create a guide for secure internet use.*

Word Processing with MS Word

- *Document Creation: Format professional documents with headings, fonts, and styles.*
- *Advanced Features: Use tables, mail merge, templates, and track changes.*
- *Collaboration: Share and edit documents using cloud-based tools.*
- *Key Projects: Design a business report; create a resume with custom templates.*
- *Real-World Advice: Master keyboard shortcuts (e.g., Ctrl+S, Ctrl+B) to boost productivity.*

Spreadsheet Applications with MS Excel

- *Spreadsheet Basics: Create, format, and manage worksheets and data.*
- *Formulas and Functions: Use SUM, VLOOKUP, IF, and pivot tables for data analysis.*
- *Data Visualization: Build charts, graphs, and dashboards.*
- *Key Projects: Analyze a budget dataset; create a sales dashboard with charts.*
- *Practice Excel functions to handle data-driven tasks in administrative roles.*

Presentation Software with MS PowerPoint

- *Slide Design: Create visually appealing slides with themes, transitions, and animations.*
- *Content Organization: Structure presentations for clarity and impact.*
- *Delivery Skills: Embed multimedia and rehearse for effective presentations.*
- *Key Projects: Design a pitch deck for a business idea; create a training presentation.*

Database Basics with MS Access

- *Database Fundamentals: Understand tables, queries, forms, and reports.*
- *Data Management: Create and manage relational databases for small-scale applications.*

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COURSE CONTENT (Continued)

- *Queries: Build basic SQL queries for data retrieval and analysis.*
- *Key Projects: Design a customer database; create a query-based inventory report.*
- *Organize data logically to ensure scalability in database projects.*

Graphics and Design with Corel Draw

- *Design Basics: Learn vector graphics, layers, and design principles.*
- *Tools and Features: Use Corel Draw for logos, flyers, and posters.*
- *Professional Output: Export designs for print and digital formats.*
- *Key Projects: Create a business logo; design a marketing poster.*
- *Focus on clean, scalable designs to meet client specifications.*

Digital Security and Ethics

- *Cybersecurity Basics: Understand passwords, encryption, and malware protection.*
- *Ethical Computing: Learn about data privacy, copyright, and responsible use.*
- *Safe Practices: Implement secure browsing and data backup strategies.*
- *Key Projects: Develop a cybersecurity checklist; create an ethical computing guide.*
- *Stay updated on security trends to protect workplace data.*

Capstone Project and Portfolio Preparation

- *Project Development: Combine skills to create a comprehensive application (e.g., a business management system using Excel, Access, and Word).*
- *Portfolio Creation: Build a digital portfolio showcasing projects and certifications.*
- *Presentation Skills: Present the capstone project to peers and instructors.*
- *Key Projects: Develop a small business toolkit (documents, database, graphics); create a portfolio website or PDF.*
- *Real-World Advice: Highlight measurable outcomes in your portfolio (e.g., “Designed a database reducing data entry time by 20%”) to impress employers.*
- **Interview Preparations**

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FAQs

What is the Solardad Web Development Bootcamp, and what are its main goals?

The Solardad Web Development Bootcamp is an 18-month, intensive program designed to transform beginners into job-ready full-stack web developers. Its goals include equipping students with skills to build modern, responsive web applications, fostering collaboration through real-world projects, and preparing students for tech careers with a professional portfolio and interview readiness.

Who is this bootcamp for, and are there any prerequisites?

The bootcamp is for beginners, career changers, aspiring developers, and entrepreneurs with little to no coding experience. Prerequisites include basic computer literacy, a reliable computer, and internet access. Familiarity with HTML or programming concepts is helpful but not required.

I don't have any prior experience or a technical background, can I join the bootcamp?

The course is designed for students of all levels. The most important thing is perseverance and willingness to learn. If you have that then you'll do great!

What teaching methods are used in the bootcamp?

The bootcamp employs hands-on coding sessions, pair programming, peer learning, group projects, weekly assignments, and code reviews. These methods simulate professional workflows, fostering technical skills and teamwork.

Will I get a certificate at the end bootcamp?

Yes, you will get an Internationally recognised Professional certificate at the end of the program, with which you can apply for Jobs and opportunities to advance your career

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