

# Curriculum scheme

Module/ Skill Unit Code	Module/Skill Unit Title	Teacher led instruction	Teacher backed instruction	Total number of hours
<b>MODULE 1</b>	<b>FIRST DIGITAL STEPS</b>			
SU 1.1	Computer fundamentals	10	2	12
SU 1.2	Basic file functions	10	2	12
SU 1.3	Going to the wide world web	10	2	12
<b>TOTAL MODULE HOURS</b>		<b>30</b>	<b>6</b>	<b>36</b>
<b>MODULE 2</b>	<b>USEFUL PROGRAMS AND APPS</b>			
SU 2.1	Introduction to word processing	10	8	18
SU 2.2	Graphic design	10	8	18
SU 2.3	Using smartphone apps	10	8	18
<b>TOTAL MODULE HOURS</b>		<b>30</b>	<b>24</b>	<b>54</b>
<b>MODULE 3</b>	<b>COMMUNICATING IN THE DIGITAL ERA</b>			
SU 3.1	Communicating via email	12	8	20
SU 3.2	The diversity of digital communication	12	8	20
<b>TOTAL MODULE HOURS</b>		<b>24</b>	<b>16</b>	<b>40</b>
<b>MODULE 4</b>	<b>ENTERING THE JOB MARKET</b>			
SU 4.1	Searching for a job	14	8	22
SU 4.2	Creating a good CV	10	6	16
<b>TOTAL MODULE HOURS</b>		<b>24</b>	<b>14</b>	<b>38</b>
<b>MODULE 5</b>	<b>SOFT SKILLS FOR THE JOB MARKET</b>			
SU 5.1	Personal presentation skills	16	10	26
SU 5.2	Preparing for a job interview	16	10	26
<b>TOTAL MODULE HOURS</b>		<b>32</b>	<b>20</b>	<b>52</b>
<b>TOTAL CURRICULUM HOURS</b>		<b>140</b>	<b>80</b>	<b>220</b>