PROPOSAL TO INTRODUCE A CERTIFICATE PROGRAM IN COMPUTER BASICS AND APPLICATIONS

1. Introduction

The world today is increasingly driven by digital technologies, making basic computer literacy a fundamental skill for education, employment, and everyday life. Many prospective students and community members still lack the practical computer skills required for office work, business operations, and effective communication.

In response to this growing need, ANTS proposes to introduce a short course titled Computer Basics and Applications, aimed at equipping learners with essential computer knowledge and hands-on skills for productivity in modern workplaces.

2. Program Title

Computer Basics and Applications

3. Rationale / Justification

Increasing demand for basic computer skills among school leavers, job seekers, office assistants, and small business operators. Many employers now require basic knowledge of computer applications such as Word, Excel, email, and internet usage. The rise of digital tools, cloud computing, and Artificial Intelligence makes it necessary to introduce learners to modern workplace technologies early.

To start this Program at our School we are targeting not only to equip the society with hand-on computer skills that is needed but also, it is a way of expanding our source of income.

- Generating income through the course fee. This fee structure creates a new, profitable revenue stream that can supplement traditional funding sources.
- This course will maximize the use of our existing physical assets (computer labs, classrooms, network infrastructure) and human capital during off-peak hours or academic breaks.

4. Target Group

This program is designed for:

- Beginners with little or no computer knowledge
- School leavers and continuing students
- Office assistants, secretaries, and clerical staff

- Business owners and entrepreneurs
- Any individual seeking basic computer literacy

No prior computer experience will be required.

5. Program Duration

- **Duration:** 2–3 months (flexible)
- **Mode of Delivery:** Physical / Computer Lab–based (with practical sessions)
- **Assessment:** Continuous practical assessment and final practical test

6. Program Objectives

By the end of the program, learners should be able to:

- Understand and confidently use a computer
- Create and manage documents, spreadsheets, and presentations
- Use email and the internet effectively and safely
- Apply basic data management skills
- Use modern digital tools, including AI, to enhance workplace productivity

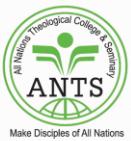7. Course Content / Modules

Module 1: Introduction to Computers

- Definition and types of computers
- Computer hardware components and their functions
- Operating systems (Windows basics)
- Basic computer care and maintenance

Module 2: Basic Computer Operations

- Starting and shutting down a computer properly
- Keyboard and mouse skills
- File and folder management
- Using external storage devices (flash disks, external drives)

Module 3: Microsoft Word (Word Processing)

- Creating, saving, and formatting documents
- Page layout, tables, and images
- Preparing professional letters and basic reports

Module 4: Microsoft Excel (Spreadsheets)

- Introduction to spreadsheets
- Data entry and formatting
- Basic formulas and functions
- Simple data analysis and charts

Module 5: Microsoft PowerPoint (Presentations)

- Creating slide presentations
- Adding images, charts, and animations
- Delivering effective presentations

Module 6: Microsoft Access (Introduction to Databases)

- Understanding databases and their uses
- Creating simple tables
- Data entry and basic queries (introductory level)
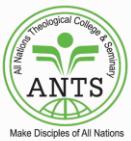
Module 7: Email and Internet Use

- Creating and managing email accounts
- Sending attachments and managing inboxes
- Internet browsing and online research
- Online safety, cybersecurity basics, and digital etiquette

Module 8: Cloud Computing Basics

- Understanding cloud storage (Google Drive, OneDrive)
- Uploading, sharing, and organizing files online
- Benefits of cloud services in the workplace

Module 9: Introduction to Artificial Intelligence (AI) for Productivity

- Understanding AI in simple terms
- Using AI tools for:
    - Document writing and editing
    - Research and information gathering
    - Task planning and productivity
- AI ethics and responsible use

8. Teaching and Learning Methods

- Instructor-led lessons
- Hands-on practical sessions in the computer lab
- Demonstrations and guided practice
- Simple assignments and practical exercises

9. Certification

Upon successful completion of the program, learners will be awarded a

Certificate in Computer Basics and Applications from ANTS.

10. Resources Required

- Computer laboratory with functioning computers
- Microsoft Office or equivalent software
- Internet connectivity
- Qualified computer instructor

> **Commented [K1]:** Is there anything needed that we do not have?

11. Expected Outcomes

- Improved computer literacy among learners
- Enhanced employability and workplace efficiency
- Strengthened ANTS' image as a skills-oriented institution
- Increased student enrollment through short professional programs

> **Commented [K2]:** To be repositioned

12. Proposed budget

13. Conclusion

The introduction of the Computer Basics and Applications program will significantly contribute to empowering learners with essential digital skills required in today's technology-driven world. The program is practical, relevant, and aligned with both community needs and institutional objectives. We therefore request approval from management to implement this program at ANTS.