



DELTA STATE JOB AND WEALTH CREATION BUREAU

Governor's Office, Asaba.

INFORMATION TECHNOLOGY SERVICES TRAINING MANUAL

DURATION: SIX (6) MONTHS

WEEK	DAY	TASK	ACTIVITIES (SPECIFIC ACTION)	METHOD
1	1	Identification and Installation of hardware	Input and Output component	Instruction & Practice
		Maintenance and repairs of hardware	Fixing and coupling	Practice
	2	Troubleshooting and repairs of hardware	Error codes and meaning	Practice
	3	Installation and configuration of Operating Systems	BIOS configuration and Windows Installation	Practice
	4	Installation and configuration of Drivers and Applications	Downloading drivers, Office and graphics application.	Practice
	5	Evaluation and review of hardware	Exercises & Revisions	M&E
2	1	Word Processing	Introduction, styles, Page formatting	Instruction & Practice
	2	Word Processing	Text wrapping, pictures and watermark, Working with shapes, Textboxes and WordArt, Headers, footers and numbering	Instruction & Practice

WEEK	DAY	TASK	ACTIVITIES (SPECIFIC ACTION)	METHOD
		Presentation	Creating and opening presentations, Customizing and compatibility issues, Saving and sharing presentation, Working with PowerPoint options, Slide Basics, Customizing Slides, Manipulating slides within PowerPoint, Using Search feature, Manipulating graphic objects - shapes, Working with Pictures, Tables, Charts, themes, Animations, sections and templates	Instruction & Practice
	3	Word Processing	Using columns, AutoCorrect, Spelling and Grammar, Using paste special, Using captions, footnotes and endnotes	Practice
	4	Spreadsheet	Creating and opening workbooks, Cell Basics, Paste special options, Modifying columns, rows, cells, Formatting, Alignment and range formatting, Worksheet Basics, Freezing pane and view options, Sorting and Filtering Data, Groups and Subtotals, templates, Proofing and printing	Instruction & Practice
	5	Evaluation and Review of Applications	Exercises and Revisions	M&E
3	1	CorelDraw	Getting started and Workspace tour	Instruction & Practice

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	2	CorelDraw Graphics Design	Working with Lines, outlines and brush strokes, Drawing Shapes, Working with objects and Symbols, Filling objects, colours, changing the transparency of objects	Practice
	3	Photoshop Graphics Design	Getting Started, Page sizes, Orientation & Resolution	Instruction & Practice
		CorelDraw Graphics Design	working with pages and layout tool, Layers, Adding and formatting text, Managing fonts	Practice
	4	Photoshop Graphics Design	Interface Layout, Menu bar, Toolbar, Palettes, Selection tools, Alteration tools, Drawing tools, Colour boxes and modes	Practice
		CorelDraw Graphics Design	Working with bitmaps, graphic, text and colour styles, Creating Web-enabled objects, Printing and Publishing, Importing and exporting file	Practice
5	Evaluation and Review of CorelDraw and Photoshop	Exercises and Revisions	M&E	
4	1	Mini Project - CorelDraw	Newsletter and Magazine	Practice
	2	CorelDraw	Project Review	Practice
	3	Mini Project - Photoshop	Photo Book, Banners and Posters	Practice
	4	Photoshop	Project Review	Practice
	5	Presentation and Evaluation of Projects	Exercises and Revisions	M&E

WEEK	DAY	TASK	ACTIVITIES (SPECIFIC ACTION)	METHOD
5	1	Introduction to Web Designing	Overview	Instruction
	2	Introduction to HTML	Element, Attributes, Working with list	Instruction & Practice
	3	Basic Tags	Syntax and basics	Practice
	4	Styling of HTML	Simple colour and text styling	Practice
	5	HTML Evaluation and Review	Exercises and Revisions	M&E
6	1	Introduction to CSS	CSS syntax, Basic CSS Properties	Instruction & Practice
	2	Class and ID	Styling Text, CSS Selectors, Grouping Content, Introducing the box-model	Practice
		Links and Navigation	Creating Navigational Menus	Practice
	3	Styling with CSS	Styling Forms and tables, CSS positions, Web Page Layout/ display property	Practice
	4	Web Designing	Hosting lessons	Practice
	5	CSS Evaluation and Review	Exercises and Revisions	M&E
7	1	Introduction to JavaScript and jQuery	Using jQuery Adding jQuery to your page jQuery Basics	Instruction & Practice
	2	Introduction to PHP	Introduction to Programming, Programming in different platforms, Comparing PHP and other languages, Introduction to PHP/Dynamic websites/Servers, How is PHP used, Installing	Instruction & Practice

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			XAMPP, PHP Data, Data structures, datatypes, Flow Control Statements, Working with Loops, Functions	
	3	Database (MySQL)	Introduction to Database, Relational database Concepts, SQL Basics - Functions and Operators, Storage Engine, MySQL Client, Select Statements, Update Statements, PHPMyAdmin GUI, Table Properties, PHP connection to MySQL, Independent Connection information, Securing connection information, Data Driven forms (Web based), PHP - Post and Get	Instruction & Practice
	4	Mini project with Scripts	Project Work	Practice
	5	Evaluation and Review of Scripts Project	Exercises and Revisions	M&E
8	1	WordPress	Introduction and setup	Instruction & Practice
	2	Joomla	Introduction and setup	Instruction & Practice
	3	Content Management System (CMS)	Customizing CMS	Practice
	4	Mini project on CMS	Web Design on WordPress or Joomla	Practice
	5	Evaluation and Review of CMS Project	Exercises and Revisions	M&E

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9	1	Networking Overview	Introduction to Networking	Instruction
	2	Importance and uses of Networking	Benefits of Network Engineering Career, Uses and Importance of Network	Instruction
		OSI Model	Overview	Practice
	3	Network Topology	Types and Classes of IP address	Practice
		Local Area Network and Metropolitan Area Network	Setting up Local Area Network and Metropolitan Area Network	Practice
		Wide Area Network and Wireless Local Area Network	Setting up Wide Area Network and Wireless Local Area Network	Practice
	4	Broadcast Domain	Port communication between multiple network	Practice
		Collision domain	Port communication within a network	Practice
	5	Evaluation and Review of Networking	Exercises and Revisions	M&E
10	1	Routers, Switches, Access Points and Radios	Network Hardware component	Practice
	2	Types and Classes of IP address	Classification of IP address	Instruction
		IP Subnetting	Breaking IP addresses into smaller unit	Practice
3	Manual Configuration of PC and Setting up of DHCP server	Manual and dynamic setup of IP addressing	Practice	

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		Networking Media	Means of network communication	Practice
	4	Creating a network cable	Cable crimping	Practice
		Files, devices sharing on a network and Drive mapping	Resource allocation	Practice
	5	Troubleshooting	Exercises and Revisions	Practice
11	1	Introduction to Mikrotik	MIKROTIK equipment implementation scenarios	Instruction & Practice
		Introduction to Cisco	CISCO equipment implementation scenarios	Instruction & Practice
	2	Ethernet and Internet	Definition and Uses	Practice
	3	Introduction to Intercom	components and of an intercom network Intercom deployment scenarios	Instruction & Practice
	4	Introduction to Telecommunication	Components of a telecommunications network	Instruction
	5	Evaluation and Review of Networking	Exercises and Revisions	M&E
12	1	Surveillance Overview	Introduction to surveillance	Instruction
		Camera Overview	Introduction to surveillance cameras	Instruction
	2	Camera Installation (Outdoor and Indoor)	Camera deployment	Practice
	3	Surveillance Installation Architecture for IP and Analog Camera	Site survey and requirement for deployment and Understanding the form factors of surveillance Cameras	Practice

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		Configuration of Camera and Video Recorders	setup of features on camera and video recorder	Practice
	4	Router Configuration for remote viewing	setup of parameters to enable remote use	Practice
		Troubleshooting	Exercises and Revisions	Practice
	5	Satellite TV Installation	DSTV, Strong dish installation	Practice
		Sharing Satellite TV	Distribution of TV channels	Practice
13	1	Introduction to Mobile Phone Repair	Terms and Terminologies	Instruction
		Software repairs of phones	Flashing and software resets	Practice
	2	Basic Parts and Component	The Nature of Electricity: Insulators, Conductors and Batteries, Ohm's Law and Circuit Analysis, Capacitors and Inductors, Magnetism and Electromagnetism, Capacitors and Inductors, Alternating Current, Analog VOM Meter, Inductors and Capacitors in AC Circuits, Transformers for Electronic and other Appliances, Experiments with DC Instruction, Rectification and Basic Electronic Devices, Basic Semi-Conductor Components: Diodes, Basics of Mobile Communication, Tools and Instruments used in Public Phone Repairing, Various	Instruction & Practice

WEEK	DAY	TASK	ACTIVITIES (SPECIFIC ACTION)	METHOD
			Components used in Mobile Phones	
	3	Tools (Instruments) and their uses	Use of Multi-meter, Battery Booster, Basic Circuit Board/Motherboard	Instruction & Practice
	4	Assembling and soldering of component	Assembling	Practice
	5	Evaluation and Review of Phone Repairs	Exercises and Revisions	M&E
14	1	Introduction to Software Development	Overview	Instruction
	2	Mobile App Development	Overview and Tools usage	Instruction & Practice
	3	Mobile APP	Building simple mobile application	Practice
	4	Emerging Technologies	Introduction to new technologies (Artificial Intelligence)	Instruction & Practice
	5	Evaluation and Review of Software Development	Exercises and Revisions	M&E
15	1	Hardware	Assembling of system unit	Practice
	2	Hardware	Troubleshooting of system unit	Practice
	3	Word Processing	Mail merge, Proofing and printing	Practice
	4	Presentation	Formatting Pictures, , SmartArt, Applying Transitions, slide masters	Practice
		Spreadsheet	Formulas, function, Tables and charts	Practice

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	5	Mini Project on Hardware	Project Review	M&E
16	1	Advanced CorelDraw	Colour Management, Adding 3-Dimensional effects to objects and Bitmaps	Practice
	2	Advanced Photoshop	Layers, Adjustments and Image Editing	Practice
	3	Advanced Web Designing	Image, Tables, Building Responsive designs, Combining Queries with Set Operators, User Authentication, User Authentication - Project Sessions and Cookies, file upload	Practice
			CSS Transitions, Animation and Transforms	Practice
	4	Advanced Web Designing	WordPress and Joomla	Practice
	5	Evaluation and Review of Designs	Exercises and Revisions	M&E
17	1	Networking	Setup wired connection within network	Practice
	2	Network Communications	Intercom and Telecoms	Practice
	3	Advanced Networking	Setup wireless connection and Configuration of access point of wireless devices	Practice
	4	Advanced Surveillance	Marketing, Maintenance and Monitoring	Practice

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	5	Mini Project and Review	Project Review	Practice
18	1	Mobile Phone Technology	Unlocking of smartphones Ultrasonic Cleaning Procedures Troubleshooting and Repairs	Instruction & Practice
	2	Mobile App Development	Android, Swift and Cross-Platform Applications	Practice
	3	Software Development	Desktop Applications	Practice
	4	Tracking	Overview of tracking	Instruction & Practice
	5	Tracking	Installation and Configuration	Practice
19-20		Industrial Training/Field Work	Task assigned by Trainer	Practice
21-22		Project Design and Implementation	Work on various Projects	Practice
23		ICT Entrepreneurship	Digital Marketing, Sustainability Plan	Instruction & Practice
24-25		Review of Course and Assessment	Presentation of Project and works	M&E