

Module/Skill Unit Code	Module/Skill Unit Title	Teacher led instruction	Teacher backed instruction	Total number of hours
MODULE 1	FIRST DIGITAL STEPS			
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
TOTAL MODULE HOURS		30	6	36
MODULE 2	USEFUL PROGRAMS AND APPS			
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
TOTAL MODULE HOURS		30	24	54
MODULE 3	COMMUNICATING IN THE DIGITAL ERA			
SU 3.1	Communicating via email	12	8	20
SU 3.2	The diversity of digital communication	12	8	20
TOTAL MODULE HOURS		24	16	40
MODULE 4	ENTERING THE JOB MARKET			
SU 4.1	Searching for a job	14	8	22
SU 4.2	Creating a good CV	10	6	16
TOTAL MODULE HOURS		24	14	38
MODULE 5	SOFT SKILLS FOR THE JOB MARKET			
SU 5.1	Personal presentation skills	16	10	26
SU 5.2	Preparing for a job interview	16	10	26
TOTAL MODULE HOURS		32	20	52
TOTAL CURRICULUM HOURS		140	80	200

