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Curriculum Syllabus

PROGRAM: DVETP Curriculum **DURATION:** 12-months

INSTRUCTORS: Alieu, Amed, Patrick, David, & Morris

PROGRAM DESCRIPTION:
The PMS Inc. Diploma Vocational Training Programs aims to meet the growing demand for skilled professionals in the technology industry. This program will focus on empowering young individuals who wish to pursue careers in information technology, with specific objective on the below courses:

TEXTBOOK:
Courses Handouts and Online Library Resources

STUDENT LEARNING OUTCOMES:
This diploma program will provide students with real-world career-driven skills and experience needed to work in a specific job in the IT industry. The main objectives of programs include:

- Employability: Helping people develop the skills they need to be employable and find work
- Self-sufficiency: Helping people become self-reliant and contribute to society
- Career development: Helping people pursue their career goals and find jobs
- Access and equity: Ensuring that everyone has access to vocational training opportunities
- Industry alignment: Ensuring that vocational training programs are relevant to the needs of the industry
- Personal development: Helping people develop their skills and confidence
- Inclusive growth: Helping student transition into the workforce unsporting economic growth

CURRICULUM PER CREDIT HOURS REQUIRED FOR THIS COURSES:

Courses	Course Outline	Credit Hours	Expectation	Instructor & Mode of delivery
Microsoft Windows	• Historicity of computer • Introduction to MS Windows • Start button management • Desktop Management • Files and folders management • User accounts management • Windows defragmentation and maintenance	4 weeks (18hrs)	This course teaches students to navigate and use the basic functions of the Windows operating system, including accessing the desktop, managing files and folders, using applications, customizing settings, browsing the internet, and understanding security features, enabling them to perform everyday tasks on a Windows PC.	Patrick Samba – In-person
MS Word	• Introduction to Word • Understanding MS word processing techniques • Working with tables and performing calculation • Inserting shapes and icons • Chart management • Mail-merge wizard	2weeks (18hrs)	The courses teach students how to use the word processing program to create, edit, and format documents.	Alieu Kamara – In-person
MS Excel	• Introduction to excel • Working with table • Understanding the different types of excel formular • Data management technique • Data visualization • Report analysis	4weeks (36hrs)	This course objectives include learning how to create, edit, and analyze spreadsheets, as well as how to use functions, formulars and make analytical reports.	
Database Management	Introduction to Database Database design Building Databases Populating data Querying techniques	4weeks (36hrs)	This course is for those experienced with spreadsheets who want to understand the advantages of using a database. It covers the differences between spreadsheets and databases and guides students through creating a database from design to data entry. In the second part, students learn the	

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			basics of SQL query language and how to write queries in Access to retrieve and update data.	
Computer Graphic Design	• Graphics hardware and software • Introducing visual design • Graphic attributes • Graphic Color • Color connotations • Computer Color • Typography attributes • Photographic	4weeks (36hrs)	Students who complete a course in Graphic Design will be able to: Understand the design process, critical thinking, research methodologies, and creative ideation for effective visual communication. Grasp typography's role and communicate ideas through various media. Recognize the history and theory of graphic design and its relevance to contemporary practice.	
Web Design	Web design fundamentals Basic HTML tags and elements Cascading Style Sheets for styling web pages. Adding interactivity to web pages Responsive design: Designing websites for different screen sizes Visual design: Principles of color theory, typography, and layout. Understanding domains and hosting	7 weeks (63hrs)	This course teaches learners how to create websites using various tools and strategies. Students will also learn to apply design principles and programming skills to develop websites that are accessible and user-friendly for a wide range of users.	In-person & online by David Jallah
QuickBooks	Introduction to QuickBooks Working with QuickBooks Accounts Program Basics. Creating Account names, Numbers & Bank Payments Financials Bank Reconciliations Creating customer records Creating supplier records	7 weeks (63hrs)	The course will teach learners how to use QuickBooks for managing finances, creating reports, and setting up a company file. It may also assist students in preparing for the QuickBooks Certified User Exam (QBCU).	In-person by Patrick

Courses	Course Outline	Credit Hours	Expectation	Instructor & Mode of delivery
	Setting up opening assets, liabilities and capital balances, Producing routine reports			
Introduction to Network Security	- Access Control - Threat Prevention and Detection - Data Protection - Security Policies and Procedures - Network Segmentation - Physical Security Monitoring and Auditing	5weeks (36hrs)	This course introduces students to the practice of safeguarding computer networks and data from unauthorized access, misuse, and cyberattacks, involving technologies, policies, and procedures to ensure confidentiality, integrity, and availability.	Online & In-person By: Amed Dunor
Digital Marketing	This course outline will cover foundational concepts like website optimization, SEO (Search Engine Optimization), content marketing, social media marketing, email marketing, Pay-Per-Click (PPC) advertising, web analytics, and understanding target audiences.	4 weeks (36hrs)	The core objectives this course is to equip students with the knowledge and skills to develop and execute effective online marketing strategies, including understanding key digital channels like social media, search engine optimization (SEO), pay-per-click (PPC) advertising, email marketing, and content creation, with the goal of increasing brand awareness, driving website traffic, generating leads, and ultimately boosting sales for businesses.	Online & In-person by David Jallah
Introduction to Programming (Python)	- Fundamentals of Programming - Functions - Data Structures - Object-Oriented Programming (OOP) - Modules and Libraries - Debugging and Testing Practical Applications	7 weeks (36hrs)	This course is an introduction to the expanding field of computer science, focusing on the Visual Basic programming language. Students will learn fundamental programming concepts, methodologies, structures, user interfaces, and advanced topics like searching, sorting, and object-oriented programming. Other languages, such as C++ and Java, may be included for projects. This course is ideal for students	In-person & Online by David Jallah

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			looking to enhance their computer skills, with a prerequisite of good math abilities.	
Cybersecurity Professional	- Threat Detection and Prevention - Security Measures - Incident Response - Risk Assessment - Security Education - Monitoring and Analysis - Staying Current - Technical Skills - Problem-Solving - Communication - Analytical Skills - Research Skills - Evaluation	7 weeks (36hrs) or plus	This course equips students with the skills to identify, analyze, and mitigate cyber threats. They will learn to protect computer systems, implement security controls, investigate incidents, and stay informed about emerging threats. The curriculum includes risk management, legal and ethical considerations, and incident response procedures, preparing students to defend against cyber-attacks and maintain data integrity.	In-person & Online By: Morris Sheriff
Final Project	This course offers on a selective option from a list of projects to be determined before the close of the program.	4weeks (36hrs)	This course allows students to apply their knowledge and skills to real-world problems through independent research, design, and execution of a project. The outcome often includes a report, presentation, or prototype, helping students develop critical thinking and professional skills for the workforce or further studies.	In-person & online by David Jallah
Cumulative final exam (Academic Testing Center)	Included in evaluation time	10hrs exam	Final Exam	Online
Total Hours		**424 hrs**		

NOTE: This curriculum is subject to adjustment due to another course requirement that are yet to be added. Most courses from this curriculum shall be offered through a hybrid, on-line e-learning platform and face-to-face classroom presentations.