

Digital Skills Course

The Digital Skills course is designed to empower individuals with essential technological competencies required for success in the modern workplace. This program focuses on practical knowledge and proficiency in industry-standard tools.

Course Modules

1. Microsoft Suite (Word, Excel, PowerPoint)
2. Google Suite (Docs, Sheets, Slides)
3. Computer Proficiency (Basic IT and Digital Literacy)
4. Internet Navigation and Online Tools

Course Fees and Duration

Fees Structure:

- Individual Enrollment: \$200 per person
- Group Enrollment (5-10): \$180 per person
- Group Enrollment (10+): \$150 per person

Course Duration: 4 weeks

- Week 1: Introduction to Microsoft Suite
- Week 2: Mastering Google Suite
- Week 3: Building Computer Proficiency
- Week 4: Final Assessment and Certification

Certification

Participants who successfully complete the program will receive a certificate acknowledging their skills and competencies in Digital Skills.

Contact for Enrollment

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Social Media: [Twitter](#), [LinkedIn](#), [Instagram](#), [Facebook](#)