



SYSTEMS PLUS COLLEGE FOUNDATION

College of Engineering Student Council

Sta. Isabel Building, Balibago, Angeles City, Philippines



PROJECT PROPOSAL

2026-01-23

Project Organizer:	Supreme Student Council (SSC)
Support:	#{departmentFull}
Project Title:	Digital Literacy and Productivity Workshop for Students
Lead Facilitator:	Engr. Mark Anthony Dela Cruz
Rationale:	<p>With the increasing reliance on digital tools for academic and professional tasks, it is essential for students to develop strong digital literacy and productivity skills. This project aims to equip students with practical knowledge in using modern productivity software, online collaboration platforms, and basic cybersecurity practices to enhance their academic performance and readiness for future employment.</p>
Objectives:	<p>To introduce students to essential digital productivity tools used in academic and workplace settings.</p> <ul style="list-style-type: none">• To improve students' efficiency in managing tasks, documents, and online collaboration.• To promote responsible and secure use of digital technologies.• To enhance students' confidence in using technology for learning and professional growth.
Intended Learning Outcomes:	<p>Demonstrate basic to intermediate proficiency in common productivity tools (e.g., document editing, spreadsheets, presentations).</p> <ul style="list-style-type: none">• Apply effective digital organization and time-management techniques.• Practice safe and responsible online behavior.• Collaborate effectively using digital platforms for academic tasks.



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**Budget Requirements:**

SAMPLE - - Qty: 13 - Price: ₱235 - Total: ₱3055

SAMPLE 2 - - Qty: 10 - Price: ₱123 - Total: ₱1230

Source of Budget:

SAF

Mechanics:

The project will be conducted through a one-day workshop consisting of short lectures, live demonstrations, and hands-on activities. Participants will be required to bring their own laptops or tablets. Attendance will be monitored, and certificates of participation will be awarded to students who complete the entire program.

Schedule:**Venue:**

ICT Building, Computer Laboratory 2



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Prepared:

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