

Digital Literacy & Productivity Course

Duration: 2 Months (8 Weeks)

Mode: Physical & Virtual



Summary

Master the full range of digital skills — from computer basics and safe browsing to creating, analyzing, and presenting work using Microsoft and Google tools.

Course Overview

The **Cirvee Digital Literacy & Productivity Program** combines two essential skill areas — digital literacy and Microsoft productivity — to help you become tech-smart, office-ready, and employable.

Over 8 practical weeks, you'll go from learning how to operate a computer and type professionally to mastering **Word, Excel, and PowerPoint**. You'll also learn how to browse safely, communicate online, use **Google Workspace and ChatGPT**, and manage digital projects confidently. Each week features interactive labs, guided assignments, and real-world exercises that prepare you for both academic and professional tasks.

By the end, you'll have a complete portfolio — including a report, spreadsheet, and presentation — showing off your new digital superpower.

Modules Overview

Week 1: Introduction to Computers, OS & Typing Proficiency

Understand how computers work, navigate Windows/macOS, and master typing shortcuts.

Week 2: Internet, Connectivity & System Maintenance

Set up emails, browse smartly, and keep your system secure and updated

Week 3: Digital Communication, Collaboration & Online Safety

Learn digital etiquette, online meeting professionalism, and data protection.

Week 4: Digital Productivity, AI Awareness & Responsible Citizenship

Work with Docs, Sheets, and Slides; explore AI tools like ChatGPT; and practice responsible digital behavior.

Week 5: Microsoft Word – Document Creation & Formatting

Format letters, CVs, and reports professionally with images, headers, and tables.

Week 6: Microsoft Excel – Data Entry & Basic Analysis

Work with spreadsheets, formulas, and charts for personal or business use.

Week 7: Microsoft PowerPoint – Presentation Design & Delivery

Design engaging slides, add animations, and present with confidence.

Week 8: Integration, Collaboration & Final Project

Combine Word, Excel, and PowerPoint to create a digital business proposal portfolio.

Career Opportunities

After this program, you can work as a:

Office Assistant	Administrative Support Officer
Virtual Assistant	Data Entry Analyst
Business Support Executive	Freelance Document & Presentation Creator



Stay Cirvee Tip

“Digital literacy gives you access. Productivity skills give you power. Combine both — and you’re unstoppable.”

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