

Digital Accelerator Program (4-Week Program) Course Syllabus

Course Title: Digital Skills Accelerator

Course Code: DSA701

Duration: 4 Weeks

Format: Virtual Classes

Instructor: Digital Workplace Specialist

Prerequisites: Basic computer literacy, internet access

Week 1: Digital Communication Mastery

- Topics: Professional communication tools, virtual meeting etiquette
- Learning Objectives: Communicate effectively in digital workplaces
- Tools: Teams, Slack, Zoom, Google Meet
- Assignment: Professional communication project
- Assessment: Communication skills evaluation (100 points)

Week 2: Productivity Suite Proficiency

- Topics: Document creation, presentations, spreadsheets
- Learning Objectives: Master office productivity tools
- Tools: Microsoft 365, Google Workspace
- Assignment: Business document portfolio
- Assessment: Productivity suite certification (150 points)

Week 3: Project Management Tools

- Topics: Task management, collaboration, workflow automation
- Learning Objectives: Manage projects digitally
- Tools: Asana, [Monday.com](https://www.monday.com/), Notion
- Assignment: Project management plan
- Assessment: Project tool proficiency (150 points)

Week 4: AI & Digital Organization

- Topics: AI productivity tools, cloud storage, calendar management
- Learning Objectives: Optimize digital work processes
- Tools: ChatGPT, Copilot, cloud storage, calendar tools
- Assignment: Digital organization system
- Assessment: Final portfolio presentation (200 points)

Certifications Included:

1. Digital Workplace Proficiency Certificate

Grading Policy:

- Weekly Projects: 20% (20points)
- Final Portfolio: 50% (50 points)
- Participation: 30% (30 points)
- Total: 100% (100 points)

Career Support:

- Resume Review: Included
- LinkedIn Optimization: Weekly sessions
- Job Search Guidance: Daily office hours
- Portfolio Development: Guided process

General Program Policies

Attendance & Participation:

- Minimum 80% attendance required
- Active participation in discussions expected
- Weekly progress check-ins mandatory

Technical Requirements:

- Reliable internet connection
- Computer with webcam and microphone
- Software as specified per program
- Headphones for virtual sessions

Academic Support:

- Tutoring: Available for all technical topics
- Writing Center: Document review and feedback
- Career Services: Resume, interview, job search support
- Mental Health: Wellness resources and counseling referrals