

COMPUTER SKILLS FOR EVERYDAY SUCCESS

TOOLS TO WORK SMARTER, NOT HARDER

A course that will help you save time, boost productivity, and stay ahead in the AI era.

Class 1 – Digital Productivity & Modern Office Mindset

- Learn how to work faster and smarter in a digital office environment.
- You will understand professional file organization, cloud storage, and efficient daily workflows.
- This lesson introduces essential digital habits, email etiquette, and time-saving techniques that help you stay organized and productive from day one.

Class 2 – Professional Documents & Smart Writing with AI

- Discover how to create high-quality business documents using Microsoft Word and AI tools together.
- You will learn formatting, templates, and document structure while using AI to generate, edit, and improve text.
- By the end of the class, you will be able to prepare professional letters, resumes, and reports with confidence and speed.

Class 3 – Excel Essentials for Real Office Tasks

- Understand how to use Excel as a practical problem-solving tool, not just a calculator.
- You will learn to work with tables, formulas, sorting, filtering, and charts.
- This class focuses on everyday office scenarios such as tracking expenses, managing lists, and organizing information clearly and efficiently.

Class 4 – Advanced Excel & Data Confidence

- Go beyond the basics and learn how to manage data like a professional.
- You will work with formulas, conditional formatting, simple automation, and data cleaning techniques.
- By the end of this lesson, you will feel confident handling real business data and creating useful, structured reports.

Class 5 – Modern Presentations & Visual Communication

- Learn how to create attractive and professional presentations using PowerPoint and Canva.
- This class teaches modern design principles, slide structure, and visual storytelling.
- You will understand how to present information clearly, design marketing materials, and produce visuals that look professional and impressive.

Class 6 – AI as Your Personal Office Assistant

- Learn how to use AI tools strategically, not just functionally.
- You will master professional prompting techniques for emails, reports, presentations, and everyday office tasks.
- This lesson helps you develop your own “prompt library” and structured AI workflows to save time and increase productivity in any work environment.

Class 7 – Digital Communication & Online Collaboration

- Understand how modern teams work together using digital tools.
- You will learn professional email management, online document collaboration, shared calendars, and virtual meetings.
- This class prepares you to communicate effectively, manage tasks, and collaborate smoothly in any modern workplace.

Class 8 – Final Integrated Office Project

- Put all your new skills into practice through a real-world office simulation.
- You will complete a full workflow: organizing files, analyzing data in Excel, writing professional emails, designing visuals, and using AI to optimize your work.
- Students will leave with a structured digital skillset and a portfolio demonstrating true job-ready competence.

**2 MONTHS (ONCE A WEEK)
PHYSICAL AND ONLINE
80 MINUTES PER CLASS**

