

Module 2: Essential Digital Tools and Productivity

Course Outlines

- Introduction to key digital productivity and collaboration tools.
- Practical training on Google Workspace (Docs, Sheets, Drive, Meet).
- Overview of Microsoft 365 tools for professional and academic use.
- Applying project management platforms for organizing tasks and teamwork.
- Understanding digital file management, version control, and secure sharing.

Course Outcomes

By the end of this module, students will be able to:

- Use Google Workspace and Microsoft 365 efficiently for daily tasks.
- Collaborate and communicate effectively in digital environments.
- Manage and share information securely across multiple platforms.
- Apply project management tools to organize and monitor digital work.

- Improve overall productivity and time management using digital solutions.