

## WORKFORCE DEVELOPMENT PACKAGES

In an effort to fully develop individuals in their preferred career paths, Digit All Systems provides customized program packages to its partners to meet the unique needs of their customers. Following are just a few examples of foundational course tracks that are recommended for pursuing careers in business, entrepreneurship, technology, and administration:

### Basic Workforce Training

**Grade: High/Adults**

Microsoft Word Certification  
Microsoft PowerPoint Certification  
Financial Literacy

**Course Length:** 50 instructional hours (25 hours of class instruction and 25 hours of hands-on class discussion and lab exercises).

### Comprehensive Workforce Training

**Grade: High/Adults**

Financial Literacy  
IC3 Digital Literacy  
Microsoft Word Certification  
Microsoft PowerPoint Certification  
Professional Etiquette

**Course Length:** 60 instructional hours (30 hours of class instruction and 30 hours of hands-on class discussion and lab exercises).

### Administrative Assistant

**Grade: High/Adults**

Basic Microsoft Word  
Basic Microsoft PowerPoint  
Basic Microsoft Excel  
Basic Microsoft Outlook  
Professional Etiquette  
QuickBooks

**Course Length:** 60 instructional hours (30 hours of class instruction and 30 hours of hands-on class discussion and lab exercises).

**FACT:** Additional Career Development Packages in Microsoft, CompTIA, Cisco, and other related course tracks are also available for customization.