

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.