



**iUniversity**  
BY IYDA

## **Executive Certificate in Advanced Computer Applications & Digital Workplace Excellence**

**iUniversity by IYDA**

Duration	6 Months
Learning Hours	220 Hours
Mode	Online / Offline / Hybrid
Eligibility	Graduate / Final Year Students / Working Professionals
Level	Beginners to Advanced
Certification	Executive Certificate from iUniversity by IYDA

### ***Module 1: Digital Workplace Fundamentals***

Hands-on learning through practical assignments, workplace simulations, and real-world productivity tasks.

### ***Module 2: Advanced Microsoft Word & Documentation***

Hands-on learning through practical assignments, workplace simulations, and real-world productivity tasks.

### ***Module 3: Advanced Excel for Data Analysis***

Hands-on learning through practical assignments, workplace simulations, and real-world productivity tasks.

### ***Module 4: PowerPoint for Business Presentations***

Hands-on learning through practical assignments, workplace simulations, and real-world productivity tasks.

### ***Module 5: Outlook & Professional Email Management***

Hands-on learning through practical assignments, workplace simulations, and real-world productivity tasks.

### ***Module 6: Google Workspace Collaboration***

Hands-on learning through practical assignments, workplace simulations, and real-world productivity tasks.

### ***Module 7: Office Automation & Productivity Tools***

Hands-on learning through practical assignments, workplace simulations, and real-world productivity tasks.

### ***Module 8: Data Reporting & Dashboard Basics***

Hands-on learning through practical assignments, workplace simulations, and real-world productivity tasks.

### ***Module 9: Business Communication Skills***

Hands-on learning through practical assignments, workplace simulations, and real-world productivity tasks.

### ***Module 10: Digital Security & Cyber Awareness***

Hands-on learning through practical assignments, workplace simulations, and real-world productivity tasks.

### ***Module 11: Remote Collaboration & Virtual Work***

Hands-on learning through practical assignments, workplace simulations, and real-world productivity tasks.

### ***Module 12: Capstone Project and Practical Case Studies***

Hands-on learning through practical assignments, workplace simulations, and real-world productivity tasks.

### ***Tools & Applications Covered:***

- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Microsoft Outlook
- Google Docs
- Google Sheets
- Google Slides
- Microsoft Teams
- Zoom
- Adobe Acrobat

### ***Career Opportunities:***

- Office Administrator
- MIS Executive
- Documentation Specialist

- Administrative Officer
- Operations Executive
- Digital Workplace Coordinator
- Customer Support Executive