

# STUDENT INSTITUTE FOR DIGITAL EXCELLENCE

Our Student Institute will prepare students for modern academics and professional environments using core applications and mastering the Microsoft Suite, including Word, PowerPoint, and Forms. Students will enhance communication and collaboration skills using Microsoft Teams and other collaboration tools to foster responsible digital citizenship, promoting responsible and respectful online interaction.

## COURSE OUTLINE:

### PREPARE FOR THE FUTURE

Get students familiar with Office 365 tools they'll likely use for years to come, like Microsoft Word, PowerPoint, Excel, and Teams, while building future-ready skills, including problem solving and collaboration.



#### The Era of Modern Work

Enhance your modern work with the M365 suite to increase collaboration and communication and streamline productivity.



#### Enhance Communication

Use Outlook and Teams to increase communication with colleagues and families.



#### Strengthen Collaboration

Learn how SharePoint and OneDrive build collaboration opportunities and ways to use tools like Loop and OneNote for project management.



#### Enhance Productivity

Increase your time-management using apps that will optimize your workflow.



#### Practical Applications

Immerse yourself in hands-on experiences that will support your learning experience.

FOR MORE INFORMATION, PLEASE REACH OUT TO ONE OF OUR LEARNING AND DEVELOPMENT SPECIALISTS.



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