Professional Certificate

Course title   : Mastering Digital Skills for Business Success
Hosted by   : Faculty of Engineering, CamTech University
Contact   : 011 252 416, Email: somoeun.mut@camtech.edu.kh

Course description

Transform your business operations and drive success in today's dynamic marketplace with our comprehensive course **"Mastering Digital Skills for Business Success."** This is a comprehensive course designed to empower business owners with the necessary digital skills to excel in today's competitive market. The course covers Computer Proficiency for Business and Office Practice, Cloud Collaboration Solutions, Digital Design and Development Strategy, and Basics of Data Analysis for Business. Participants will learn to create impactful documents, engaging presentations, and digital content creativity. With practical exercises and real-world applications, this program ensures a thorough understanding of key digital tools for business owners, helping them to automate their daily operations, enhance collaboration, and leverage digital tools for success in the modern business landscape.

Module Values			
Type	**Module**	**Credit**	**Learning Hours**
Professional Certificate	01	3	45
	02	3	45

Course Learning Outcome
By the end of this course, business owners will have a solid understanding of essential digital skills using software and cloud collaboration to streamline business processes, improve collaboration, and effectively manage digital resources. Upon completing this course, participants will: - Office Proficiency   - Documentation and office work proficiency   - Collaborate and organize documents more effectively   - Business Efficiency   - Streamline business processes using digital tools.   - Enhance collaboration within the team and with external partners.   - Apply learned digital skills in practical business scenarios.   - Visual Communication   - Understanding digital design tools and principle   - Design visually appealing and brand-consistent graphics   - Basics of Data Analysis   - Identify and collect relevant business data.   - Clean, prepare, and visualize data for informed decision-making.   - Derive actionable insights from data analysis.   - Make informed decisions to drive business success.
Indicative Content (summary of content)
Module I 1. Computer Fundamental for Office Practice 2. Cloud Collaboration 3. Digital Design and Visual Communication **Module II** 1. Digital Tools for Project Management: Plan, Track & Collaborate 2. Basics of Data Analysis for Business Owners
Course Format
1. Lectures with practical demonstrations

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2. Hands-on exercises and projects
3. Quizzes and assessments for each module
4. Discussion forums for collaboration and support
5. Practical scenarios to apply learned skills in real-world business contexts

Course Content Outline	
Module I	**Computer Fundamentals for Office Practice (15h)** ● Understanding the importance of documentation in the workplace ● File management and organization ● Essential office software: Microsoft Office and Google Workspace ● Document formatting and styles
	Cloud Collaboration (15h) ● Introduction to cloud computing ● Cloud storage solutions (Google Drive, Microsoft OneDrive) ● Collaborative document creation and editing ● Data security and privacy in the cloud
	Digital Design and Visual Communication (15h) ● Introduction to graphic design principles ● Hands-on practice with Canva ● Creating visually appealing documents and presentations ● Branding and consistency in design
Module II	**Digital Tools for Project Management: Plan, Track & Collaborate (20h)** ● Overview of project management concepts ● Introduction to project management tools (Trello, Airtable or Microsoft Planner) ● Task creation, assignment, and tracking ● Collaborative project planning and scheduling ● Effective communication within project management tools
	Basics of Data Analysis for Business (25h) ● Understanding the importance of data in business ● Data collection and sources ● Data cleaning and preparation ● Introduction to data visualization tools ● Interpreting data and making informed business decisions

Link to register: https://shorturl.at/ixDU9   **Scan to register:**

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