

ADT - APPLIED DIGITAL TRANSFORMATION

ADT 100 Develop a plan for business transformation using digital technologies (2-2-4)

This module aims to provide learners with the knowledge and skills required to understand the concept of digital transformation and its role in modern businesses. It introduces students to emerging digital technologies and their applications in enhancing business processes. Through this module, learners will identify opportunities for improvement and develop a basic, actionable plan to implement digital technologies effectively in business operations.

ADT 101 Create professional documents using word processing software (2-2-4)

This module aims to provide learners with the knowledge and skills required to create, format, and manage professional documents using word processing software. It emphasizes the application of advanced text and graphic formatting techniques to enhance document structure, readability, and visual appeal. Learners will also develop competencies in organizing data using tables, lists, and references, as well as collaborating on and refining documents to meet professional standards. The module prepares learners to apply these skills effectively in real-world business and administrative contexts.

ADT 102 Create spreadsheets to store and manipulate data (2-2-4)

This module aims to provide learners with the knowledge and skills required to create, format, and manage spreadsheets for organizing, analysing, and presenting data effectively. Learners will develop competencies in applying formulas and functions for calculations, managing worksheets and workbooks, and creating tables and charts to enhance data presentation and visualization. The module emphasizes practical applications, enabling learners to utilize spreadsheets as a vital tool in professional environments.

ADT 103 Design presentations for effective communication of content (2-2-4)

This module aims to provide learners with the knowledge and skills required to design professional presentations for effective communication of content. Learners will develop competencies in managing presentation structures, formatting slides, integrating multimedia elements, and applying transitions and animations to enhance engagement and visual impact. The module also emphasizes effective communication principles to ensure presentations are audience-focused and impactful.

ADT 104 Manage computer system software and hardware (2-2-4)

This module aims to provide learners with the knowledge and skills required to manage, configure, and maintain computer hardware and software systems effectively. Learners will develop competencies in identifying and describing key hardware components, configuring system settings to enhance performance, troubleshooting hardware and software issues using diagnostic tools, installing and updating device drivers, and implementing safeguarding measures to ensure long-term system reliability.

ADT 105 Develop spreadsheets with enhanced capabilities (2-2-4)

This module aims to provide learners with the knowledge and skills required to create, format, and manage spreadsheets with advanced capabilities to organize, analyse, and present complex data effectively. Learners will develop proficiency in managing workbooks, applying advanced formulas for data analysis, creating visualizations using charts and pivot tables, and automating tasks through macros. The module emphasizes practical applications to prepare learners for handling complex datasets in professional environments.

ADT 106 Create documents with advanced features (2-2-4)

This module aims to provide learners with the knowledge and skills required to create and manage advanced documents by applying professional formatting techniques. Learners will learn how to manage templates, perform advanced editing and formatting and automating repetitive tasks, and ensuring document consistency and accessibility.

ADT 107 Create Simple Software Programs and Develop Problem Solving Skills (2-2-4)

This module aims to provide learners with the knowledge and skills required to acquire problem-solving abilities, design algorithms, and create simple software programs using a programming language. Topics include, but are not limited to, IPO, flowchart, pseudocode, algorithm, conditional execution, loops, programming language syntax, semantics, and runtime environment.

ADT 108 Implement workflows to automate repetitive business tasks (2-2-4)

The aim of this unit is to provide learners with the skills and knowledge required to create and manage workflows using Robotic Process Automation (RPA) tools to automate repetitive business tasks. Learners will gain a foundational understanding of RPA concepts and use cases, and develop practical competencies in creating scheduled, automated, and instant flows, including those that incorporate approvals, conditional logic, loops, and error handling. Through hands-on experience, they will learn to enhance workflow efficiency and improve task management in real-world business environments.

ADT 109 Develop simple websites (2-2-4)

The aim of this unit is to provide the skills and knowledge required to develop and manage simple websites according to technical requirements. Upon completion of this unit, learners will be able to use appropriate tools to create web sites and manage the site content.

ADT 130 Utilize office productivity software in a workplace (0-3-3)

The aim of this module is to provide learners with practical experience and skills required to manage office files and utilize productivity tools effectively in a professional environment. Learners will develop skills in organizing and securing digital files, collaborating using workplace-approved platforms, and maintaining version control to support efficient workplace operations. This module emphasizes adherence to organizational protocols and the application of file management best practices in real-world scenarios.

ADT 131 Integrate into the workplace and practice digital operations (0-3-3)

The aim of this unit is to provide learners with the opportunity to apply their skills and knowledge in a real-world workplace environment, enabling them to implement digital solutions effectively. Through hands-on experience, learners will troubleshoot and maintain ICT systems, integrate digital tools into workflows, and optimize workplace operations. This module focuses on developing practical competencies in diagnosing and resolving technical issues, configuring systems to meet operational needs, and leveraging digital technologies to enhance collaboration and efficiency.

ADT 200 Apply basic data analysis and visualization techniques (2-2-4)

The aim of this unit is to provide learners with the skills and knowledge required to analyze and visualize data effectively. Learners will explore the principles of data analysis, prepare and clean datasets using visualization tools, and create insightful reports with interactive visualizations to support data-driven decision-making. Additionally, learners will develop the ability to share visualization reports and datasets collaboratively, ensuring accessibility and actionable insights for stakeholders.

ADT 201 Manage data stored in relational databases (2-2-4)

The aim of this unit is to provide learners with the skills and knowledge required to manage and query relational data effectively. This includes understanding relational database fundamentals, creating and managing database tables, and designing queries to retrieve, filter, and manipulate data. Learners will gain hands-on experience using a database management system to ensure data integrity and support decision-making in business contexts.

ADT 202 Use cloud-based tools for effective collaboration (1-2-3)

The aim of this unit is to provide the skills and knowledge required to effectively use cloud-based tools for team collaboration, communication, and task management in professional environments. Learners will develop the ability to set up and manage shared workspaces, facilitate discussions, host virtual meetings, and apply secure file-sharing practices. By integrating technical and interpersonal skills, this module prepares learners to collaborate efficiently within diverse and remote teams while adhering to workplace standards and protocols.

ADT 203 Develop intelligent automation workflows (2-2-4)

The aim of this unit is to provide learners with the skills and knowledge required to develop and implement AI-driven automation workflows for workplace efficiency. Learners will explore intelligent process automation (IPA) concepts, focusing on AI-powered text processing, document processing, and object detection. They will gain hands-on experience in configuring automation workflows, integrating AI models, and ensuring ethical and responsible AI usage. By the end of this module, learners will be able to design, test, and optimize AI-powered automation solutions.

ADT 204 Create visual digital assets (1-2-3)

The aim of this module is to provide learners with the skills and knowledge required to create visual digital assets using graphic design tools. Learners will develop an understanding of image properties, design principles, and copyright regulations while gaining hands-on experience in editing, organizing, and optimizing digital assets for different platforms. The module emphasizes AI-powered design tools, multimedia integration, and template-based design to enhance creativity and efficiency in digital content creation.

ADT 205 Utilize generative artificial intelligence tools effectively for productivity (1-2-3)

The aim of this unit is to provide learners with the skills and knowledge required to effectively utilize generative artificial intelligence (AI) tools to enhance workplace productivity. Learners will explore the principles of prompt engineering, apply techniques to refine AI-generated content, and develop proficiency in creating high-quality written and multimedia content using generative AI tools. Additionally, the module emphasizes responsible AI usage, ensuring ethical and unbiased content creation aligned with professional and organizational standards.

ADT 230 Practice task automation in professional settings (0-4-4)

This module aims to equip learners with the skills to implement, monitor, and optimize intelligent automation solutions in workplace settings. Learners will identify repetitive tasks suitable for automation, apply appropriate tools to streamline workflows, and track real-time automation performance under supervised guidance. They will also develop the ability to assess errors, inefficiencies, and deviations in automated processes and refine workflows based on supervisor feedback and workplace performance criteria.

ADT 231 Utilize collaboration and automation tools in the workplace (0-4-4)

The aim of this module is to equip learners with the practical skills and applied knowledge needed to effectively use collaboration and automation tools in workplace settings. Learners will develop the ability to enhance team communication, streamline repetitive tasks, and manage shared workspaces, ensuring efficiency and productivity in professional environments.

ADT 232 Use data processing and AI tools to support workplace insights and productivity (0-4-4)

The aim of this module is to develop the learners' ability to process workplace data and apply AI tools to enhance productivity and decision-making. Learners will collect and structure workplace data, generate insights through data visualizations, and use generative AI tools to create and refine workplace content under supervised guidance.

ADT 233 Practice data management in professional environments (0-4-4)

The aim of this module is to equip learners with the applied skills and knowledge needed to manage, process, and visualize workplace data effectively. Learners will develop the ability to extract relevant information, prepare data for analysis, and create visualizations that support decision-making in supervised workplace settings. This module emphasizes the practical application of data management and visualization tools to meet professional requirements.