

# DIPLOMA IN APPLIED DIGITAL TRANSFORMATION

## Program Description

The program aims to equip students with essential skills in office productivity, data management, data analysis, office automation, and communication, enabling them to excel in modern digital workplaces. Over two years, the program provides hands-on experience with industry-standard tools that will develop student competencies in digital technologies with a focus on data handling, workflow automation, basic AI integration, and data visualization, preparing them for professional roles or further studies in fields like data science. The program also emphasizes effective communication, collaboration, and the ability to leverage cloud-based technologies, ensuring students are well-rounded and industry-ready.

## Program Learning Outcomes

PLO 1 - Demonstrate knowledge of digital transformation and its impact on business processes.

PLO 2 - Develop digital content creation and communication skills using a range of digital tools.

PLO 3 - Apply data management, analysis, and visualization techniques to support decision-making in business environments.

PLO 4 - Apply critical thinking and problem-solving to address workplace challenges using digital technologies.

PLO 5 - Demonstrate effective communication and collaboration in digital work environments using appropriate tools and platforms.

PLO 6 - Evaluate personal learning and development while upholding ethical standards in a digital environment.

## Occupation and Industry Sector

## Requirements

### Completion Requirements

Students seeking the Diploma in Applied Digital Transformation qualification must successfully complete all mandatory core courses worth 90 credits.

Code	Title	Credit Hours
<b>Applied Digital Transformation Core Courses</b>		
Required Credits : 90		
GED 100	Develop English language skills	3
GED 101	Use effective business communications	4
ADT 100	Develop a plan for business transformation using digital technologies	4
ADT 101	Create professional documents using word processing software	4
ADT 102	Create spreadsheets to store and manipulate data	4
ADT 103	Design presentations for effective communication of content	4
ADT 104	Manage computer system software and hardware	4
ADT 105	Develop spreadsheets with enhanced capabilities	4

ADT 106	Create documents with advanced features	4
ADT 107	Create Simple Software Programs and Develop Problem Solving Skills	4
ADT 108	Implement workflows to automate repetitive business tasks	4
ADT 109	Develop simple websites	4
ADT 130	Utilize office productivity software in a workplace	3
ADT 131	Integrate into the workplace and practice digital operations	3
ADT 200	Apply basic data analysis and visualization techniques	4
ADT 201	Manage data stored in relational databases	4
ADT 202	Use cloud-based tools for effective collaboration	3
ADT 203	Develop intelligent automation workflows	4
ADT 204	Create visual digital assets	3
ADT 205	Utilize generative artificial intelligence tools effectively for productivity	3
ADT 230	Practice task automation in professional settings	4
ADT 231	Utilize collaboration and automation tools in the workplace	4
ADT 232	Use data processing and AI tools to support workplace insights and productivity	4
ADT 233	Practice data management in professional environments	4

## Ideal Study Plan

### Recommended Sequence of Study

#### Diploma in Applied Digital Transformation

##### Year 1

Semester 1		Credit Hours
ADT 100	Develop a plan for business transformation using digital technologies	4
GED 100	Develop English language skills	3
ADT 101	Create professional documents using word processing software	4
ADT 102	Create spreadsheets to store and manipulate data	4
ADT 103	Design presentations for effective communication of content	4
ADT 104	Manage computer system software and hardware	4
<b>Credit Hours</b>		<b>23</b>

##### Semester 2

ADT 105	Develop spreadsheets with enhanced capabilities	4
ADT 106	Create documents with advanced features	4
ADT 107	Create Simple Software Programs and Develop Problem Solving Skills	4
GED 101	Use effective business communications	4
ADT 108	Implement workflows to automate repetitive business tasks	4
ADT 109	Develop simple websites	4
<b>Credit Hours</b>		<b>24</b>

##### Summer

ADT 130	Utilize office productivity software in a workplace	3
ADT 131	Integrate into the workplace and practice digital operations	3
<b>Credit Hours</b>		<b>6</b>

##### Year 2

##### Semester 3

ADT 200	Apply basic data analysis and visualization techniques	4
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ADT 201	Manage data stored in relational databases	4
ADT 202	Use cloud-based tools for effective collaboration	3
ADT 203	Develop intelligent automation workflows	4
ADT 204	Create visual digital assets	3
ADT 205	Utilize generative artificial intelligence tools effectively for productivity	3
<b>Credit Hours</b>		<b>21</b>
<b>Semester 4</b>		
ADT 230	Practice task automation in professional settings	4
ADT 231	Utilize collaboration and automation tools in the workplace	4
ADT 232	Use data processing and AI tools to support workplace insights and productivity	4
ADT 233	Practice data management in professional environments	4
<b>Credit Hours</b>		<b>16</b>
<b>Total Credit Hours</b>		<b>90</b>