



Digital skills for GAP YEAR program Brochure (Tech summer school NIG)

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- Problem solving and Digital Skills



Audience

- High school students on summer break
- Teenagers interested in Technology and digital skills
- Youths looking to explore tech career path early
- Parents seeking productive, skill-based program for their children.



Course Description

The Project Management Essentials Training by Alfred & Victoria Associates Academy introduces participants to global project management standards and practical applications. The program draws from the PMI PMBOK® Guide and Agile principles, focusing on how to initiate, plan, execute, monitor, and close projects efficiently — using real-world examples and interactive exercises.

Course Overview

Acquire digital tools needed in today's world

Learn how to freelance or monetize your skills through social media

acquire design skills to create fliers, e books, cartoons that can be monetized on amazon

Ai automation and digital tools mastery

acquire excellent presentation skills that adds to your confidence.

earn a certificate for completion

Gain confidence with communication and conflict resolution

Critical thinking and creativity

Get skills that prepare you for the university.



Course Outline

- Data Entry, Record Keeping, Financial Literacy & Invoicing
- Presentation & Visual Communication
- Conferencing & Online Communication
- Artificial Intelligence Tools
- Project Collaboration
- Note-Taking & Productivity
- Email & Professional Writing
- Cloud & Document Storage
- Design & Creativity
- Time Management & Scheduling
- Content Creation
- Introduction to ethics compliance, etiquette, emotional intelligence



Training Details

Duration: 6 weeks (July – August)

Training Fee: N200,000(excluding tax)

Payment

Participation includes access to all live sessions,
recorded resources, certification,
and mentorship





Thank you



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