

Online course: Digital productivity tools

UOC - VASS Foundation Chair in Digital Transformation without Barriers: Employability and Inclusion

6 October 2025 to 7 November 2025

Duration: 5 weeks **Total hours of synchronous online sessions:** 19 h | **Language:** Spanish

Objectives: The course will cover key aspects of the professional digital environment, from collaborative work in the cloud with Microsoft 365 to the basics of cybersecurity. The course will also explore essential project management tools and digital platforms for online work, such as Slack and Trello.

Content:

Module 1. Introduction to collaborative work in the cloud with Microsoft 365 and its main tools.

- Synchronous online teaching
 - Session 1 - Monday, October 6, from 5:30 to 6:30 p.m.
 - Session 2 - Wednesday, October 8, from 5:30 to 6:30 p.m.
- Case Study - 3 hours
- Teaching presentation - Friday, October 10, from 5:00 to 6:30 p.m.

Module 2. Basic concepts in cybersecurity.

- Synchronous online teaching
 - Session 1 - Tuesday, October 13, from 5:30 to 6:30 p.m.
 - Session 2 - Thursday, October 16, from 5:30 to 6:30 p.m.
- Case Study - 3 hours
- Teaching Presentation - Friday, October 17, from 5:00 to 6:30 p.m.

Module 3. Project management tools.

- Synchronous online teaching
 - Session 1 - Tuesday, October 20, from 5:30 to 6:30 p.m.
 - Session 2 - Thursday, October 23, from 5:30 to 6:30 p.m.
- Case Study - 3 hours
- Teaching Presentation - Friday, October 24, from 5:00 to 6:30 p.m.

Module 4. Introduction to online project work (Slack and Trello).

- Synchronous online teaching
 - Session 1 - Tuesday, October 27, from 5:30 to 6:30 p.m.
 - Session 2 - Thursday, October 30, from 5:30 to 6:30 p.m.
- Case Study - 3 hours
- Teaching Presentation - Friday, October 31, from 5:00 to 6:30 p.m.

Module 5. (Cross-disciplinary) How to use artificial intelligence (AI) applied to digital productivity tools.

- Teaching presentation - Monday 03/11 from 17:00 to 18:30 h

Teachers: Rita Morros Mata (UOC teaching staff) and José Samuel Berigüete (Vass University expert).

Number of places: 20

If the number of applications exceeds the number of places offered, places will be awarded based on the motivation letter submitted by the applicant.

Admission requirements: Documentary evidence of:

- recognition of a disability equal to or greater than 33% by submitting any of the documents required by current regulations.
- personal motivation letter.

The deadline for submitting applications, along with the required documentation, is September 17, 2025.

Price: This course is free.

Qualification: Upon completion of the course, applicants will receive a certificate of achievement issued by the UOC in collaboration with the VASS Foundation.

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