

In partnership with



Republic of Rwanda  
Ministry of Education  
Ministry of ICT and Innovation



# CERTIFICATE OF COMPLETION

This certificate is awarded to

**Gisele MUGISHA**

for successfully completing the:  
**DIGITAL COMPETENCY PASSPORT**

Date : 13 February 2024

Unique serial number : [3718136198GM](#)



Annemijn PERRIN  
CEO DIGITAL SKILLS FOUNDATION





# DIGITAL COMPETENCY PASSPORT

## MODULE\*\*:

## RESULT\*:



### COMPUTING FUNDAMENTALS

Essential concepts required to use a computer at home or at work. Navigating a desktop environment, identifying inputs and outputs. Introduction to file and storage management, networking and to essential concepts of security.

PASS



### DESKTOP COMPUTING

General knowledge on operating systems (focus on Windows). Folder management, most common file types, data compression, storage and search functions, printing, file security and document management.

PASS



### ONLINE I.C.T. SKILLS

Essentials concepts required to socialise, study and work online. Using a navigator, browsing securely and effectively, using advanced search features. Introduction to online communities, internet forums and chat rooms. Awareness of main online threats: phishing, viruses and fraud.

PASS



### I.T. SECURITY

Good practices to be safe and secure online. Understanding data threats, privacy, copyright, network security, and secure data management. Safely navigating the Internet, social media and email interactions.

PASS



### WORD PROCESSING

Production of professional-level documents through word processing applications. Creation and management of documents, basic design using tables and graphics, mail merging and formatting, outputs, print management and productivity enhancement.

PASS



### PRESENTATIONS

Design, creation and display of attractive and professional presentations. Overview of the latest presentation software. Using graphical objects, multimedia, transitions and effects, insert images and sound. Creation of "winning" slides for a defined audience.

PASS



### DATABASES

Understanding of database structure. Create and search for records, use tables, retrieve data. Understanding the use of objects and creation of professional outputs.

PASS



### SPREADSHEETS

Creation of spreadsheets for professional usage. Create and save spreadsheets in different file formats, data entry, good practice for list creation, select, sort and copy, move and delete data, edit rows and columns. Development of mathematical and logical formulas using standard spreadsheets functions, good practice for formula creation. Choose, create, and format charts to communicate information meaningfully.

PASS

PASS



### PRODUCTIVITY

Streamlining of work processes, selection of appropriate IT tools and interventions for projects, development of solutions to improve efficiency and reduce costs, planning and project management.

PASS



### SOCIAL MEDIA AT WORK

Positive, safe and effective use of social media, professional usage of main social media - including Facebook, YouTube, LinkedIn and Twitter.

PASS

\* Scores of 80% and above grant a "PASS" result. Any score below 80% grants a "FAIL" result for the module. Exams are taken online and questions are selected at random from an extended database for each attempt.

\*\* Color coding represents the 3 levels of skills in ITU's Digital Skills Toolkit, from basic to advanced. Source: ITU. (2018a). Digital Skills Toolkit. International Telecommunication Union (ITU).