In partnership with

Republic of Rwanda
Ministry of Education
Ministry of ICT and Innovation

DIGITAL SKILLS
F O U N D A T I O N

CERTIFICATE
OF
COMPLETION

This certificate is awarded to

Elie Nzayikunda

for successfully completing the:
DIGITAL COMPETENCY PASSPORT

Date : 7 November 2023

Unique serial number : 5702884365EN

Microsoft in
Education Global
Training Partner
Microsoft
2023

Digital Skills &
Jobs Platform

THE
CPD
GROUP

ACCREDITED
ACTIVITY
50 Credit Hours
#1001909

Annemijn PERRIN
CEO DIGITAL SKILLS FOUNDATION

DIGITAL COMPETENCY PASSPORT

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

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).