In partnership with

Republic of Rwanda
Ministry of Education
Ministry of ICT and Innovation

DIGITAL SKILLS
FOUNDATION

CERTIFICATE

OF

COMPLETION

This certificate is awarded to

Jean Claude Ishimwe

for successfully completing the course

DIGITAL COMPETENCY PASSPORT
FOR EMPLOYMENT

Date: 3 April 2025

Unique serial number: 4068576777JI

Microsoft in
Education Global
Training Partner

Microsoft 2024

Digital Skills &
Jobs Platform

THE CPD GROUP
ACCREDITED ACTIVITY
50 Credit Hours
#1001909
Verify @ https://thecpdregister.com

Annemijn PERRIN
CEO
Digital Skills Foundation

DIGITAL COMPETENCY PASSPORT FOR EMPLOYMENT

MODULE**	RESULT*
COMPUTING FUNDAMENTALS Essential concepts required to use a computer at home or at work. Navigating a desktop environment, identifying inputs and outputs, fil and storage management, networking essential concepts of security.	PASSED
DESKTOP COMPUTING Operating systems (focus on Windows), folder management, common file type, data compression, storage and search functions, printing, file security, document management.	PASSED
ONLINE ICT SKILLS Essentials concepts required to socialize, study, and work online. Using a navigaor, browsing securely and effectively, advanced search features, online communities, internet forums and chat rooms, main online threats (phishing, viruses and fraud)	PASSED
ICT SECURITY Good practices to be safe and secure online. Understanding data threats, privacy, copyright, network security, and secure data management. Safe navigation, social media and email interactions.	PASSED
WORD PROCESSING Production of professional-level documents through word processing applications. Creation and management of document, basic design using tables and graphics, mail merging and formatting, outputs, print management and productivity enhancement.	PASSED
PRESENTATIONS Design, creation and display of attractive and professional presentations. Latest presentation software, graphical objects, multimedia, transitions and effects, image and sound insertion. Creation of "winning" slides for a defined audience.	PASSED
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. Mathematical and logical formulas using standard spreadsheets functions, good practice for formula creation. Choose, create, and format charts to communicate information meaningfully.	PASSED
DATABASES Understanding of database structure. Create and search for records, use tables, retrieve data. Understanding the use of objects and creation of professional outputs.	PASSED
PRODUCTIVITY Streamiling 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.	PASSED
SOCIAL MEDIA Positive, safe and effective use of social media, professional usage of main social; including Facebook, LinkedIn and Twitter.	PASSED

*Scores of 80% and above grant a "PASSED" result. Any score below 80% grants a "FAILED" result for the module.
Exam is 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 (2018) Digital Skills Toolkit. International Telecommunication Union (ITU)