

In partnership with



Republic of Rwanda  
Ministry of Education  
Ministry of ICT and Innovation



# CERTIFICATE OF COMPLETION

This certificate is awarded to

**Jmv Musabyimana**

for successfully completing the course  
**DIGITAL COMPETENCY PASSPORT  
FOR EMPLOYMENT**

Date: 17 January 2025

Unique serial number: [1204857766JM](#)



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, file 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 navigator, 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

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.

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)