



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](#)



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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)