



ROSEBANK
INTERNATIONAL
University College

SHORT
LEARNING
PROGRAMME



Digital Literacy and Productivity Tools



COURSE OVERVIEW

This course provides a comprehensive introduction to essential digital skills for everyday life, education, and the workplace. Participants will explore how to use computers, the internet, and digital tools safely and effectively. The course is structured around the Digital Competence Framework, covering five key areas: data literacy, communication, content creation, safety, and problem solving.

Learners will gain practical experience in navigating digital environments, managing information, collaborating online, and protecting their digital identity.

LEARNING OBJECTIVES

Upon completion of this course, students will be able to:

- Explain the importance of digital literacy in modern society.
- Operate computers and mobile devices confidently.
- Use productivity tools and cloud-based applications.
- Communicate effectively and responsibly online.
- Create and collaborate on digital content.
- Apply safe browsing practices and protect personal data.
- Solve digital problems using critical thinking and technology.

COURSE DETAILS

Module 1: Introduction to Digital Literacy

- Definition and relevance
- Digital Competence Framework overview

Module 2: Computer Fundamentals

- Desktop, laptop, and tablet operations
- Operating systems and file management

Module 3: Software Applications

- Microsoft Word, Excel, and PowerPoint
- Google Workspace and cloud tools

Module 4: Digital Communication

- Email, messaging apps, and social media
- Netiquette and digital citizenship

Module 5: Device Usage

- Accessing online services
- Troubleshooting common issues

Module 6: Digital Content Creation

- Document and presentation design
- Collaborative platforms (Google Docs, Teams)

Module 7: Safety and Security

- Data protection and privacy
- Online threats and safe browsing

Course Information:

- **Course Fee:** GHS 1,500
- **Session (Days):** 5
- **Duration:** 20 hours
- **Level:** Beginner
- **Mode of Delivery:** In-person
- **Venue:** RIUC

Who Should Attend

- Students and job seekers needing essential digital skills
- Professionals aiming to improve workplace tech proficiency
- Educators and trainers integrating digital tools
- Entrepreneurs managing online operations
- Anyone seeking confidence in using computers and the internet

Certification

- Certificate of attendance by Rosebank International University College



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