

23 YEARS experience > Over 450,000 Students Enrolled



E-LEARNING

## SHORT COURSE IN DIGITAL LITERACY



**FPD**  
SCHOOL OF  
INFORMATION  
TECHNOLOGY

Sponsored by:



Standard Bank

In Partnership with:



FOUNDATION FOR  
SUSTAINABLE  
INNOVATION



Microsoft

In today's digital world, nearly every career requires digital communication at some point, so equipping yourself with the skills to effectively and responsibly find, evaluate, communicate, and share online content is key to your future.

Digital skills play a powerful role in helping you connect, learn, engage with your community, and create more promising futures.

Digital literacy isn't just about knowing how to use technology. It's about navigating and communicating through different digital environments.

FPD School of Information Technology in partnership with Standard Bank South Africa is committed to enhancing the lives and future prospects of every South African.

That's why we've partnered with Microsoft and Pioneering Solutions Studio (PSS) to offer you access to online digital literacy training – **for free!**

The Microsoft Digital Literacy course will help all South Africans in succeeding in the digital world while developing their confidence and skills for life online.



Registered with the Department of Education as a Private Institution of Higher Education under the Higher Education Act, 1997. Reg No. 2002/HE07/013

### WHO SHOULD ENROLL?

The Digital Literacy Course is free and available for any South African.

To register, learners will need a device, such as a phone, tablet or computer, with internet connectivity and a web browser as well as a valid email address.

### COURSE DESIGN

Computing is an important part of everyday life in the twenty-first century. From music and photos to banking and communicating, computers have changed the way we work and live.

This course focuses on everything from basic knowledge on how to use a computer and the Internet, to keeping yourself and your computer safe online and how to use the most common Microsoft productivity software applications including Microsoft Word, Excel and PowerPoint.

### COURSE CONTENT

This course contains four Modules:

- Computer Basics
- The Internet and the World Wide Web
- Computer Security and Privacy
- Introduction to Microsoft Office Productivity Programs

### ASSESSMENT

To obtain a Certificate, participants will be required to complete the assessment process which consists of an online exam at the end of the course.

You will need to obtain a score of 50% or above to receive your certificate.

This certificate will be issued by Foundation for Professional Development and will allow you to claim recognition of prior learning in Digital Literacy at any institution of higher learning.

### SPONSORSHIP

This course is fully sponsored by Standard Bank South Africa and is open to access for all South Africans.

To register go to: <https://bit.ly/2AbIDJs>

**FREE ACCESS  
FOR ALL SOUTH  
AFRICANS**

FOR MORE INFORMATION, CONTACT:  
FPD SCHOOL OF IT

Tel: 012 816 9000 | Email: [itschool@foundation.co.za](mailto:itschool@foundation.co.za)

173 Mary Rd, The Willows  
P.O. Box 75324, Lynnwood Ridge, 0040  
[www.foundation.co.za](http://www.foundation.co.za)