Fact Sheet on Digital Proficiency Programme

Background

Singapore Computer Society (SCS), being the certification body for the Digital Proficiency Programme, aims to:

- Raise & validate one’s competency in digital application skills
- Recognized benchmark for essential digital skills; increased credibility with employers, co-workers and clients
- Broaden employment opportunities by displaying enhanced skills (re-skilling)
- Increase job satisfaction through continuous learning
- Increase personal competence and organisational productivity

Target Audience:

All PMETs across sectors and variable manpower as erosion of digital skills for employment affects the vast majority in today’s knowledge economy.

Proposed Modules:

1. **Branding Your Professional Image in the Digital Economy**
   This covers how an individual can leverage on traditional and new media tools to develop personal branding and professional image through the conduct of market research, networking and presentation to achieve personal career goals.

2. **Cyber Security**
   This covers the personal computing security, Singapore laws regarding IT security, understanding of organisational level of security measures and IT security standards.

3. **Business Data and Insights**
   This covers how one should effectively prepare, analyse, visual and present data for reporting.

4. **Content Creation**
   This covers how one can create artefact (word, picture, video and infographics) online, use of intellectual property, referencing, citations and copywriting in the process of creating online contents.
DIGITAL PROFICIENCY PROGRAMME
INFO-SHARING SESSION
12 June 2018
SCS Resource Centre, 53 Neil Road, Singapore 088891

Attn: Ms Evelyn Chan
Singapore Computer Society

Email: evelyn.chan@scs.org.sg

☐ Yes, I would be keen to attend the DigiPro info-sharing session on 12 June 2018 @ 3.00pm and the following representatives from my organization will be coming.

<table>
<thead>
<tr>
<th>S/No.</th>
<th>Name</th>
<th>Designation</th>
<th>Email</th>
<th>Contact No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Name: ____________________________
Designation: _______________________
Company: _________________________
Email: ___________________________

Please return this form via email by 8 June 2018.