



Knowledge is Wealth (*Sapientia divitia est*)

DIRECTORATE OF OPEN, DISTANCE AND E-LEARNING (ODEL)

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A Short Course On: Digital Literacy for Institutional Administrators

Targeted Learners

The course is designed for current and aspiring Institutional administrators who are keen in acquiring modern digital literacy competencies that will help them support their management and administrative tasks.

The course specifically targets the following categories of Human Resources.

- Schools and College Administrators
- Hospital Administrators
- Managers of micro, small and medium enterprises.

Course Purpose

The purpose of this course is to equip institutional administrators with essential modern digital skills that will enable them to use various online tools and platforms to support their management and administrative tasks.

Expected Learning Outcomes

By the end of the course, participants should be able to:

1. Navigate and effectively use Google Workspace tools (Docs, Sheets, Slides).
2. Utilize Microsoft Excel and PowerPoint to enhance their administrative roles.
3. Conduct and manage virtual meetings using Google Meet and other web conferencing tools.
4. Apply digital tools to improve collaboration and productivity in their institutions.
5. Identify security risks to institution's digital assets and their mitigation.

Course Content: This course develops participants' understanding of essential digital tools, including online collaboration platforms, spreadsheet functions, web conferencing software and information security. The curriculum emphasizes hands-on practice to ensure practical skills are gained.

Session 1: Information Technology and Institutional Strategy

- The role of Information Technology on institutional performance
- Aligning Information Technology to Institutional Strategy

Session 2: Google Docs

- Navigating Google Workspace (Docs, Sheets, Slides).
- Document creation and formatting.
- Collaboration and sharing features.
- Use of Google drive to save and share documents

Session3: Google Sheets & Microsoft Excel

- Data entry and basic formulas.
- Advanced functions like VLOOKUP and pivot tables.

Session 4: Microsoft PowerPoint

- Creating engaging presentations.
- Using transitions, animations, and multimedia.

Session 5: Online Meetings and Web Conferencing

- Scheduling and managing Google Meet sessions.
- Best practices for virtual meetings.

Session 6: Securing Institution's digital Assets

- Identifying Institutional Digital Assets
- Identifying Information Security risks and Mitigation Measures

Teaching Methodology/Delivery Methods

Blended Presentations, Group discussions, hands-on practices, demonstrations

Course Assessment

- Practical work and continuous assessment (100%)

Learning Equipment

- Laptop/ Smart Phone
- Internet connection

Learning support Resources

1. **Alvarez, A. J. (2020).** *Digital Literacy and Communication: Tools and Strategies for Success in Education.* Routledge.
2. **Wheeler, S. (2020).** *Digital Learning in Organizations: Help Your Workforce Capitalize on Technology.* Kogan Page.
3. **Bawa, P. (2020).** *Technology Integration in Digital Learning Environments.* Springer.
4. **Marsh, J., & Hannon, P. (2021).** *Revisiting Digital Literacy in Education: New Directions and Practices.* Wiley.

Course Duration: The Learners are expected to complete the course by covering 3 Modules of 6 sessions for a duration of 3 Months.

COURSE COST

Application Fee: Ksh: 1000/=

Tuition Fee: Ksh: 4,000 per Module (Two sessions)

Total Charges: Ksh: 12,000 per participant for the full 6 Sessions in 3 Months Duration to get Professional Certificate in Digital Literacy from Chuka University

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Course Developer and Lead Trainer:

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