



Digital Skills for Beginners – Full Course

Content (For Tutor LMS)

This is the full ready-to-upload content for Richtechhub's beginner-friendly digital skills course. Each lesson has **script content**, **slides outline**, and **activity/quiz suggestions**.

Module 1: Introduction to the Digital Economy

Lesson 1: Welcome & What to Expect

Script: Welcome to Richtechhub's *Digital Skills for Beginners!* Over the next few hours, you'll discover how to use simple digital tools to create opportunities for yourself. By the end of this course, you'll have built a small portfolio, set up your first gig, and taken the first step toward making money online.

Slides Outline: - Title: Welcome to the Course - What You'll Learn (list modules) - How to Take This Course (self-paced, complete quizzes) - Your First Milestone: Create a Google account if you don't have one

Activity: Create a learning journal in Google Docs.

Lesson 2: What Are Digital Skills & Why They Matter

Script: Digital skills are abilities that allow you to use digital devices, apps, and platforms to solve problems or create value. In 2025, almost every business relies on digital tools. Learning these skills increases your chances of employment, entrepreneurship, and financial independence.

Slides Outline: - Definition of Digital Skills - Examples (Design, Marketing, Data Entry, Web Dev) - Opportunities in 2025

Quiz Suggestion: Multiple-choice: Which of these is NOT a digital skill? (Cooking, Canva, Copywriting, Email Marketing)

Lesson 3: Overview of the Digital Economy

Script: The digital economy is everything powered by the internet – online shopping, freelance platforms, social media marketing, e-learning, etc. You'll discover where you can plug in to start earning.

Slides Outline: - Definition of Digital Economy - Freelancing, E-commerce, Content Creation, Remote Jobs - Why Digital is the Future

Activity: List 3 online businesses you already use (Jumia, Uber, Netflix) and how they make money.

Lesson 4: Tools & Mindset for Success

Script: To succeed online, you need a growth mindset, patience, and a few free tools. Tools include a Gmail account, Google Drive, and reliable internet. Don't worry about perfection – just start.

Slides Outline: - Growth Mindset vs Fixed Mindset - Essential Tools (Google Workspace, Internet, Laptop/Phone) - Consistency is Key

Activity: Create and share your Google Drive folder with your name as your course folder.

Module 2: Productivity & Collaboration Tools

Lesson 1: Google Workspace 101

Script: Google Workspace offers free tools you can use to create documents, collaborate, and store files. Learn to use Google Docs, Sheets, and Drive.

Slides Outline: - Overview of Google Workspace - Demo: Creating a Google Doc, Sheet - Sharing & Permissions

Practical Task: Create a simple budget in Google Sheets and share it with a classmate.

Lesson 2: Communication Tools

Script: Learn how to use Zoom for meetings, Slack for team communication, and WhatsApp Business for professional messaging.

Slides Outline: - Intro to Zoom: How to Join/Host - Slack Channels Overview - WhatsApp Business Features

Activity: Join a sample Zoom call link provided.

Lesson 3: Organizing Your Digital Life

Script: Organizing your files saves time. Use folders, proper naming conventions, and backups.

Slides Outline: - Folder Hierarchy Example - Naming Files for Easy Search - Backup Options (Google Drive, Dropbox)

Activity: Create a folder system on your laptop/phone for documents, media, downloads.

Module 3: Design & Content Creation

Lesson 1: Basics of Design & Branding

Script: Good design makes your work stand out. Learn about color, fonts, and layout.

Slides Outline: - 3 Design Principles: Contrast, Alignment, Balance - Free vs Paid Design Tools

Activity: Identify 3 well-designed social media posts and explain why they work.

Lesson 2: Canva 101

Script: Canva is an easy design tool for creating graphics. You'll learn how to use templates to make social media posts, presentations, and flyers.

Slides Outline: - Introduction to Canva - Live Demo: Creating a Flyer - Exporting & Downloading

Activity: Create a Richtechhub-branded post with your name.

Lesson 3: Free Stock Resources

Script: Use copyright-free images from Unsplash, Pexels, and Pixabay.

Slides Outline: - Why Copyright-Free Matters - Demo: Downloading from Unsplash

Task: Find 3 images for a project idea.

Lesson 4: Basic Video Editing

Script: Learn how to trim, cut, and add text using CapCut or Canva video editor.

Slides Outline: - Editing Interface Overview - Adding Text, Music, Transitions

Activity: Edit a 30-sec intro video introducing yourself.

Module 4: Website & Online Presence Basics

Lesson 1: Importance of Online Presence

Script: Having an online presence builds credibility. Employers, clients, and partners look you up online.

Slides Outline: - Benefits of Online Presence - Examples of Personal Brands

Activity: Google yourself – what do you find?

Lesson 2: Website Basics

Script: You'll learn how websites work and how to create a simple one using WordPress.

Slides Outline: - What is a Domain & Hosting? - WordPress Dashboard Tour

Task: Install WordPress on a free host or subdomain.

Lesson 3: Build a Simple Portfolio Site

Script: Create a one-page portfolio with your name, bio, and sample work.

Slides Outline: - Choosing a Free Theme - Adding Pages - Publishing

Task: Submit your portfolio link.

Module 5: Social Media Basics

Lesson 1: Understanding Social Platforms

Script: Each platform has its style. Learn what works best where.

Slides Outline: - Overview: Facebook, LinkedIn, TikTok, Instagram - Types of Content

Activity: Pick 1 platform to focus on for 30 days.

Lesson 2: Creating a Professional Profile

Script: Your profile is your online CV.

Slides Outline: - Profile Picture Tips - Bio & Links

Activity: Update your LinkedIn or Instagram bio.

Module 6: Earning with Your Skills

Lesson 1: Introduction to Freelancing

Script: Freelancing allows you to offer services worldwide.

Slides Outline: - Top Platforms: Fiverr, Upwork - How to Create an Account

Task: Create a Fiverr account.

Lesson 2: Creating Your First Gig

Script: Learn how to package and price your service.

Slides Outline: - Gig Title & Description - Choosing Keywords - Setting a Price

Task: Publish your first gig.

Lesson 3: Getting Your First Client

Script: Strategies for landing first jobs: use buyer requests, share gig links, start small.

Slides Outline: - 5 Tips to Win First Client - Common Mistakes to Avoid

Activity: Share your gig link in the community group.

Module 7: Career Growth & Next Steps

Lesson 1: Building Your Portfolio & Resume

Script: Keep samples of your work in one place.

Slides Outline: - Simple Portfolio Checklist - Free Tools for Resume (Canva Templates)

Task: Add first project to your portfolio site.

Lesson 2: Networking & Continuous Learning

Script: Join online communities and keep learning.

Slides Outline: - Where to Find Communities (Facebook Groups, LinkedIn) - Importance of Upskilling

Activity: Join 1 online community and introduce yourself.

Final Project & Certificate

- **Deliverable:** Submit your portfolio link + Fiverr gig link.
- **Certificate:** Auto-generated via Tutor LMS.