



Digital Citizenship

SEHG-CD-5234 · Business · approx. 8 min seat time · English · 100% online, self-paced

Accreditation & industry alignments: none verified on record — institutional accreditor mapping pending

COURSE DESCRIPTION

The Internet has changed the way that people connect, communicate, and conduct business. The digital age has provided many benefits, but it does have a downside. Given the sheer volume of digital information that we send and receive each day, it is important to learn basic citizenship skills. These skills will help prevent missteps and keep your digital relationships running smoothly.

Career Development course: Digital Citizenship.

WHO THIS COURSE IS FOR

Working professionals, team leads, and career-changers who want practical, job-ready Business skills — no prior coursework required. Teams and organizations can enroll groups for consistent, measurable upskilling.

SKILLS & LEARNING OUTCOMES

Upon completion, the student will be able to:

- Define digital citizenship
- Use technology appropriately
- Use social networking to create your brand
- Protect your reputation online
- Practice safe use of technology
- Understand digital etiquette

WHAT'S INCLUDED

- 1 clock hour(s) of self-paced online learning
- 12 course modules
- 8 instructional videos — 8 minutes of total video runtime
- This syllabus (PDF), downloadable for reference
- Official SEHG Certificate of Completion upon finishing the course
- Language editions: English

Delivered 100% online and self-paced in the SEHG learning platform. This section lists the materials currently delivered for this course.

MODULE MAP

- **Module 1 — Introduction**
 - Course Objectives
- **Module 2 — What Is Digital Citizenship?**
 - What Is Digital Citizenship?
 - Engaging With Others
 - It's a Moving Target
 - Belonging to a Community

- **Module 3 — Being a Good Citizen**
 - Build It Up
 - Real World Influences
 - Use Technology Appropriately
 - The Golden Rule
- **Module 4 — Best Practices for Sharing**
 - Digital Footprints
 - Personal and Work Lives
 - Stop and Think Before You Post
 - Do Not Overshare
- **Module 5 — Networking and Personal Branding (I)**
 - Personal Branding
 - Be Yourself
 - Social Networking
 - If You Share It, Expect Everyone to See It
- **Module 6 — Networking and Personal Branding (II)**
 - Introduce Colleagues
 - Volunteer to Help Others
 - Blog
 - Guard Your Reputation
- **Module 7 — Digital Security and Safety (I)**
 - Don't Trust Anyone You Don't Know
 - Enable 2-Step Verification Processes
 - Public Wi-Fi
 - Public Computers
- **Module 8 — Digital Security and Safety (II)**
 - Email and Attachments
 - Password Rules
 - Back Up Your Files
 - Update Your Software
- **Module 9 — Dealing with the Dark side**
 - See It, Report It
 - Bullying and Harassment
 - Trolling
 - Shared Something You Shouldn't Have?
- **Module 10 — Digital Etiquette (I)**
 - Respect and Tone
 - Speak Up, Not Out
 - Topics to Avoid
 - Keep Private Messages Private
- **Module 11 — Digital Etiquette (II)**
 - Educate Yourself
 - Information Processing
 - Internet Boldness
 - Permission to Share
- **Module 12 — Assessment**

COMPLETION & CERTIFICATION

Completion-based: a certificate of completion is issued after all course videos have been viewed.
 The certificate of completion is non-credit. This course does not currently carry academic credit or CEUs.

OFFICIAL SEHG CERTIFICATE

Graduates receive the official Synergy University Education Certificate of Completion — issued by the Office of the Registrar with a unique credential ID, shareable to LinkedIn and verifiable online.

Every certificate carries a unique credential ID — verify at:

SynergyEducation.AI/verify

SUPPORT, ACCESS & POLICIES

- Support: CEO@SynergyEducation.AI
- Accessibility: ADA/WCAG 2.1 AA-first delivery; accommodations available on request.
- Academic integrity and refund policies: per SEHG student handbook.

Enroll Today

Tuition per learner (Essentials tier) — enroll online with the course code below.

\$49 · SEHG-CD-5234 · SynergyEducation.AI

Also available: instructor-led workshop kits for teams — in-person training agendas, playbooks, and facilitator materials built on this course. Contact CEO@SynergyEducation.AI.