ICDL Arabia

ICT Essentials for Career Development Certification — Summary

The 'ICT Essentials for Career Development Certification' consists of a kit with 3 key modules: IT Security, Project Planning and Online Collaboration. With ICDL Career Development Certification 2016 you can prove you have the necessary skills to be successful in the workplace, increase your opportunity for career change and advancement and distinguish yourself from other candidates.

IT Security > **Project Planning** > **Online Collaboration**

1- IT SECURITY

This module allows candidates to understand the main concepts underlying the secure use of ICT in daily life and to use relevant techniques and applications to maintain a secure network connection, use the Internet safely and securely, and manage data and information appropriately.

On completion of this module the candidate will be able to:

- Understand the key concepts relating to the importance of secure information and data, physical security, privacy and identity theft.
- Protect a computer, device, or network from malware and unauthorised access.
- Understand the types of networks, connection types, and network specific issues, including firewalls.
- Browse the World Wide Web; communicate on the Internet securely.
- Understand security issues related to communications, including e-mail and instant messaging.
- Back up and restore data appropriately and safely; securely dispose of data and devices.

WHAT ARE THE BENEFITS OF THIS MODULE?

- Covers the skills needed to understand the key concepts relating to the importance of secure information and data, physical security, privacy, and identity theft.
- Certifies best practice in IT security.
- Developed with input from computer users, subject matter experts, and practising computer professionals from all over the world. This process ensures the relevance and range of module content.

SYLLABUS OUTLINE

CATEGORY	SKILL SET
Security Concepts	• Data Threats • Value of Information • Personal Security • File Security
Malware	• Definition and Function • Types • Protection
Network Security	• Networks • Network Connections • Wireless Security • Access Control
Secure Web Use	• Web Browsing • Social Networking
Communications	• E-mail • Instant Messaging
Secure Data Management	• Securing and Backing Up Data • Secure Destruction

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2- PROJECT PLANNING

This module enables candidates to use project management software to prepare project plans and monitor projects, including planning and managing time, costs, tasks, and resources.

On completion of this module the candidate will be able to:

- Understand the key concepts relating to managing projects.
- Use a project management application to create a new project and maintain an existing project.
- Create and schedule tasks; add project constraints and deadlines.
- Assign costs; create and assign resources to tasks.
- View the critical path; monitor progress; and reschedule work.
- Prepare and print outputs, including charts and reports.

SYLLABUS OUTLINE

CATEGORY	SKILL SET
Project Management Tools	• Key Concepts
Project Creation	• Working with Projects • Starting a New Project
Tasks	• Creating Tasks • Scheduling and Relationships • Constraints and Deadlines • Notes, Hyperlinks
Resources and Costs	• Resources • Costs
Project Monitoring	• Critical Path • Monitoring Progress and Rescheduling
Prepare Outputs	• Setup • Print

WHAT ARE THE BENEFITS OF THIS MODULE?

- Covers the key skills needed to use project planning applications.
- Can be applied to a range of project planning software from vendor packages to 'freeware'.
- Certifies best practice in effective project planning software use.
- Developed with input from computer users, subject matter experts, and practising computer professionals from all over the world - ensures relevance and range of module content.

3- ONLINE COLLABORATION

This module sets out concepts and skills relating to the setup and use of online collaborative tools, such as storage, productivity applications, calendars, social media, web meetings, learning environments, and mobile technology.

On completion of this module the candidate will be able to:

- Understand the key concepts relating to online collaboration and cloud computing.
- Set up accounts to prepare for online collaboration.
- Use online storage and web-based productivity applications to collaborate.
- Use online and mobile calendars to manage and plan activities.
- Collaborate and interact using social networks, blogs, and wikis.
- Schedule and host online meetings and use online learning environments.
- Understand key mobile technology concepts and use features such as e-mail, applications, and synchronisation.

SYLLABUS OUTLINE

CATEGORY	SKILL SET
Collaboration Concepts	• Key Concepts • Cloud Computing
Preparation for Online Collaboration	• Common Setup Features • Setup
Using Online Collaborative Tools	• Online Storage and Productivity Applications • Online Calendars • Social Media • Online Meetings • Online Learning Environments
Mobile Collaboration	• Key Concepts • Using Mobile Devices • Applications

WHAT ARE THE BENEFITS OF THIS MODULE?

- Covers the key skills needed to understand the main concepts relating to online collaboration and cloud computing.
- Certifies best practice in effective use of online collaboration tools and mobile technology.
- Developed with input from computer users, subject matter experts, and practising computer professionals from all over the world. This process ensures the relevance and range of module content.

HOW DO I GET STARTED?

To find out more about this certification, please visit www.icdlarabia.org/certifications
To locate your nearest accredited test centre, please visit www.icdlarabia.org/find-test-centre