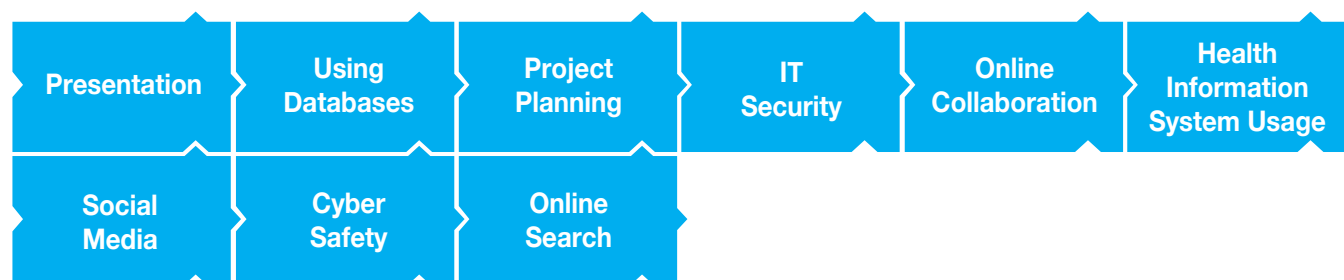


ICDL Standard Profile is similar to the previously known standard ICDL -7module certification except it offers more flexibility. It comprises of the essential ICT skills afforded by the ICDL Base Profile plus 3 Standard Modules available from a wide range of modules, to help you certify a higher level of digital competence. In keeping with the established global standards, this is a recommended certification as it maintains its -7modules structure while allowing you to combine skills that are relevant to your job and career path.



1- PRESENTATION



This module allows candidates to understand the concept of presentations and to demonstrate competence in using presentation software.

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

- Work with presentations and save them in different file formats.
- Choose built-in options, such as the Help function, within the application to enhance productivity.
- Understand different presentation views and when to use them; choose different slide layouts and designs.
- Enter, edit, and format text in presentations.
- Recognise good practice in applying unique titles to slides.
- Choose, create, and format charts to communicate information meaningfully.
- Insert and edit pictures, images, and drawn objects.
- Apply animation and transition effects to presentations.
- Check and correct presentation content before finally printing and giving presentations.

WHAT ARE THE BENEFITS OF THIS MODULE?

- Covers the key skills needed to use presentation software.
- Can be applied to a range of presentation software from vendor packages to 'freeware'.
- Certifies best practice in effective presentation software use.
- 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
Using the Application	<ul style="list-style-type: none"> • Working with Presentations • Enhancing Productivity
Developing a Presentation	<ul style="list-style-type: none"> • Presentation Views • Slides • Master Slide
Text	<ul style="list-style-type: none"> • Handling Text • Formatting • Lists • Tables
Charts	<ul style="list-style-type: none"> • Using Charts • Organisation Charts
Graphical Objects	<ul style="list-style-type: none"> • Insert, Manipulate • Drawing
Prepare Outputs	<ul style="list-style-type: none"> • Preparation • Check and Deliver

2- USING DATABASES



This module allows candidates to understand the concept of a database and demonstrate competence in using a database.

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

- Understand what a database is and how it is organised and operated.
- Create a simple database and view the database content in various modes.
- Create a table; define and modify fields and their properties; enter and edit data in a table.
- Sort and filter a table or form; create, modify and run queries to retrieve specific information from a database.
- Understand what a form is; create a form to enter, modify, and delete records and data in records.
- Create routine reports and prepare outputs ready for distribution.

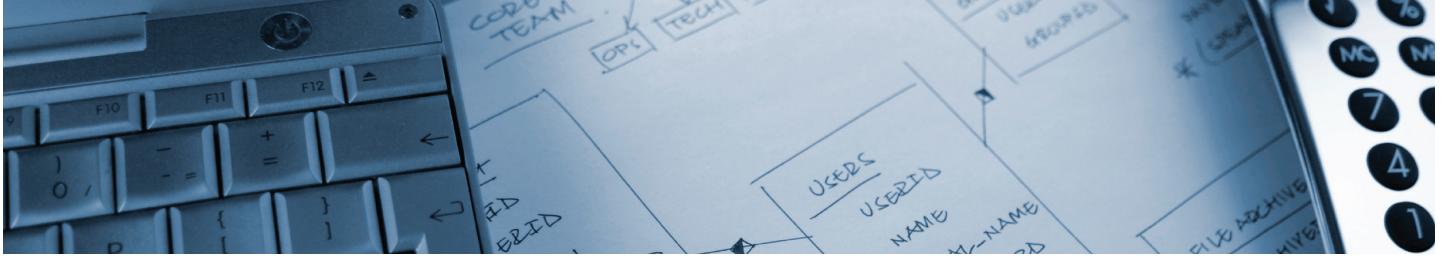
WHAT ARE THE BENEFITS OF THIS MODULE?

- Covers the key skills needed to organise and operate a database.
- Can be applied to a range of database software from vendor packages to 'freeware'.
- Certifies best practice in effective database software use.
- 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
Understanding Databases	<ul style="list-style-type: none"> • Key Concepts • Database Organisation • Relationships • Operation
Using the Application	<ul style="list-style-type: none"> • Working with Databases • Common Tasks
Tables	<ul style="list-style-type: none"> • Records • Design
Retrieving Information	<ul style="list-style-type: none"> • Main Operations • Queries
Objects	<ul style="list-style-type: none"> • Forms
Outputs	<ul style="list-style-type: none"> • Reports, Data Export • Printing

3- 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.

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.

SYLLABUS OUTLINE

CATEGORY	SKILL SET
Project Management Tools	<ul style="list-style-type: none"> • Key Concepts
Project Creation	<ul style="list-style-type: none"> • Working with Projects • Starting a New Project
Tasks	<ul style="list-style-type: none"> • Creating Tasks • Scheduling and Relationships • Constraints and Deadlines • Notes, Hyperlinks
Resources and Costs	<ul style="list-style-type: none"> • Resources • Costs
Project Monitoring	<ul style="list-style-type: none"> • Critical Path • Monitoring Progress and Rescheduling
Prepare Outputs	<ul style="list-style-type: none"> • Setup • Print

4- 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	<ul style="list-style-type: none"> • Data Threats • Value of Information • Personal Security • File Security
Malware	<ul style="list-style-type: none"> • Definition and Function • Types • Protection
Network Security	<ul style="list-style-type: none"> • Networks • Network Connections • Wireless Security • Access Control
Secure Web Use	<ul style="list-style-type: none"> • Web Browsing • Social Networking
Communications	<ul style="list-style-type: none"> • E-mail • Instant Messaging
Secure Data Management	<ul style="list-style-type: none"> • Securing and Backing Up Data • Secure Destruction

5- 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.

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.

SYLLABUS OUTLINE

CATEGORY	SKILL SET
Collaboration Concepts	<ul style="list-style-type: none"> • Key Concepts • Cloud Computing
Preparation for Online Collaboration	<ul style="list-style-type: none"> • Common Setup Features • Setup
Using Online Collaborative Tools	<ul style="list-style-type: none"> • Online Storage and Productivity Applications • Online Calendars • Social Media • Online Meetings • Online Learning Environments
Mobile Collaboration	<ul style="list-style-type: none"> • Key Concepts • Using Mobile Devices • Applications • Synchronisation

6- HEALTH INFORMATION SYSTEM USAGE



This module addresses the growing importance of, and dependence on, health information systems (HIS). The appropriate use of HIS enables health systems to be more effective, efficient and evidence based.

This module provides a framework of the skills and knowledge needed by a health professional or support worker in order to operate a HIS safely and securely. Electronic health records are an important and growing feature of modern healthcare systems. This module reinforces existing education and validates the understanding of digital patient records concepts.

Developed in co-operation with an international expert group of health informatics professionals, the module addresses the general learning outcomes identified by the International Medical Informatics Association (IMIA) with regard to the appropriate and secure use of health information systems.

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

- Understand the key features of a Health Information System (HIS).
- Use a HIS safely and efficiently.
- Understand the ethics, rules, and regulations relating to HIS.
- Understand confidentiality, security, and access control when using a HIS.
- Understand and interpret electronically recorded data.

THE ICDL HEALTH INFORMATION SYSTEMS MODULES CONSISTS OF:

- Provides a clear, easy-to-follow programme.
- Provides a comprehensive introduction to health information systems that can be applied to a range of health information systems software.
- Certification covers the common international HIS requirements along with an understanding of key national legislation.
- Certifies best practice in HIS software use.
- Developed by an international expert group of health professionals.

SYLLABUS OUTLINE

CATEGORY	SKILL SET
Concepts	<ul style="list-style-type: none"> • Healthcare Information Systems (HIS) • HIS Types
Due Care	<ul style="list-style-type: none"> • Confidentiality • Access Control • Security
User Skills	<ul style="list-style-type: none"> • Navigation • Decision Support • Outputs Reports
Policy & Procedure	<ul style="list-style-type: none"> • Principles

7- SOCIAL MEDIA



This module will enable candidates to develop their knowledge and skills in using social media resources effectively both in their personal and professional lives. Candidates will understand why organisations use social media and be aware of the resources necessary for an organisation to use social media tools effectively and safely.

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

- Know the fundamentals of creating and managing social media presences on common social media platforms both for personal and business purposes.
- Understand how different social media platforms can be used by organisations to target different audiences.
- Understand how various social media platforms can be used to promote their organisation as well as its products and services.
- Be aware of the responsibilities associated with the safe use of social media and will be aware of privacy and data protection issues.
- Appreciate the importance of managing online reputation and will understand the need for organisations to have a social media online reputation plan.
- Know how to develop a simple social media policy document for an organisation to monitor online conversations.
- Understand how to prevent a social media crisis and how to respond to such a crisis.

WHAT ARE THE BENEFITS OF THIS MODULE?

- Covers the skills needed to understand the main concepts relating to social media.
- Certifies best practice in effective use of social media.
- Developed with input from social media users subject matter experts and practicing social media professionals from all over the world. This process ensures the relevance and range of module content.

SYLLABUS OUTLINE

CATEGORY	SKILL SET
New Opportunity	<ul style="list-style-type: none"> • New reasons • New ways
Plan	<ul style="list-style-type: none"> • Apply • Resource
Go social	<ul style="list-style-type: none"> • Social Networks • Facebook • Google+ • Twitter • Blogger • Video • LinkedIn
Other	<ul style="list-style-type: none"> • Delicious • Flickr • Pinterest • Infographics • Podcasting
Awareness Influence and Policies	<ul style="list-style-type: none"> • Awareness • Influence • Policies

8- CYBER SAFETY



This module provides candidates with the skills and knowledge required to safely use computers and a range of mobile devices and to be aware of online threats. Candidates will recognise the need to safeguard personal information on computers and mobile devices and will recognise the threats posed by Internet criminals and scams.

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

- Be aware of the information contained in smart devices and how it is shared online.
- Know how to set appropriate security features for smart devices to guard against security threats and prevent unauthorised access to the device and the data it contains.
- Recognise the risks in everyday use of the Internet and know how to protect themselves when shopping online.
- Be aware of the implications of putting personal information on social networking sites and be aware of privacy issue.
- Be aware of some of the dangers associated with social networking, including inappropriate content, age verification issues, access to profiles and the potential for predators.
- Understand the threats posed by viruses and will know the importance of using anti-virus software and firewalls.
- Know about back-up procedures and good password practices as well as knowing how to filter email for spam and the importance of scanning email attachments before opening them.

WHAT ARE THE BENEFITS OF THIS MODULE?

- Covers the skills needed to understand the main concepts relating to cyber safety.
- Certifies best practice in effective use of cyber safety.
- Developed with input from cyber safety users subject matter experts and practicing cyber safety professionals from all over the world. This process ensures the relevance and range of module content.

SYLLABUS OUTLINE

CATEGORY	SKILL SET
Project	<ul style="list-style-type: none"> • Identity • Authenticate • Anti-Virus • Anti-Spyware
Secure	<ul style="list-style-type: none"> • Backup • Email • Wireless • Physical • Smart Devices
Beware	<ul style="list-style-type: none"> • Online Risks • Shopping Online • Paying Online
Think First	<ul style="list-style-type: none"> • Personal Identity • Sharing Devices • Social Networking • Spamming and Phishing on Social Networking Platforms • False Identities on Social Media
Virtual World	<ul style="list-style-type: none"> • IM / Chat Rooms • Video, Blogs • Online Games • Be Responsible
Learn Together	<ul style="list-style-type: none"> • Discuss • Parental Controls • Online Addiction
Virtual Behaviour	<ul style="list-style-type: none"> • Communicating • Cyber Bullying
Policy	<ul style="list-style-type: none"> • Usage • Copyright

9- ONLINE SEARCH



This module enables candidates to demonstrate their skill and knowledge in searching effectively for information. Candidates will be aware of different information sources, both traditional and online and be aware of the advantages and disadvantages of the same. Candidates will appreciate the impact of social media and the access it can provide to a vast range of information.

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

- Know how to use a search engine to carry out a search and to be aware of safety issues while browsing
- Be able to perform a wide range of targeted search tasks, taking advantage of the wide range of search features and filters available so as to efficiently search and refine their search enquiry to produce meaningful results for their work.
- Be aware of the scope of information available and be able to search throughout web pages, images, blogs, maps, video libraries as well as academic resources.
- Be aware of various social media search tools and be able to search throughout different social media platforms.
- Be able to evaluate their search results in terms of relevance to their work or project and be able to assess the currency and quality of the information and its sources.
- Be able to recognise any gaps in the information retrieved and amend their search plan to address the same.
- Understand the concepts of Intellectual Property (IP), plagiarism and copyright and be able to reference any resources they use in their work or projects and appreciate the importance of referencing.

WHAT ARE THE BENEFITS OF THIS MODULE?

- Covers the skills needed to understand the main concepts relating to online search
- Certifies best practice in effective use of online search.
- Developed with input from online search users subject matter experts and practicing online search professionals from all over the world. This process ensures the relevance and range of module content.

SYLLABUS OUTLINE

CATEGORY	SKILL SET
Information	<ul style="list-style-type: none"> • Sources
Online	<ul style="list-style-type: none"> • Search Engines
Prepare	<ul style="list-style-type: none"> • Information Need • Keywords
Search	<ul style="list-style-type: none"> • Start • Quality • Specify
Refine	<ul style="list-style-type: none"> • Target • Social Media • Other
Review	<ul style="list-style-type: none"> • Relevance • Respect

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