ICDL

The Digital Skills Standard

ICDL 2022 Certificate

Redefining the standard for digital skills

icdlarabia.org

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With today's rapidly changing technological landscape it is vital that all members of society have the digital skills required to stay abreast of the latest technologies, platforms, and applications as well as a good understanding of the emerging technologies that are changing the way in which we live and work.
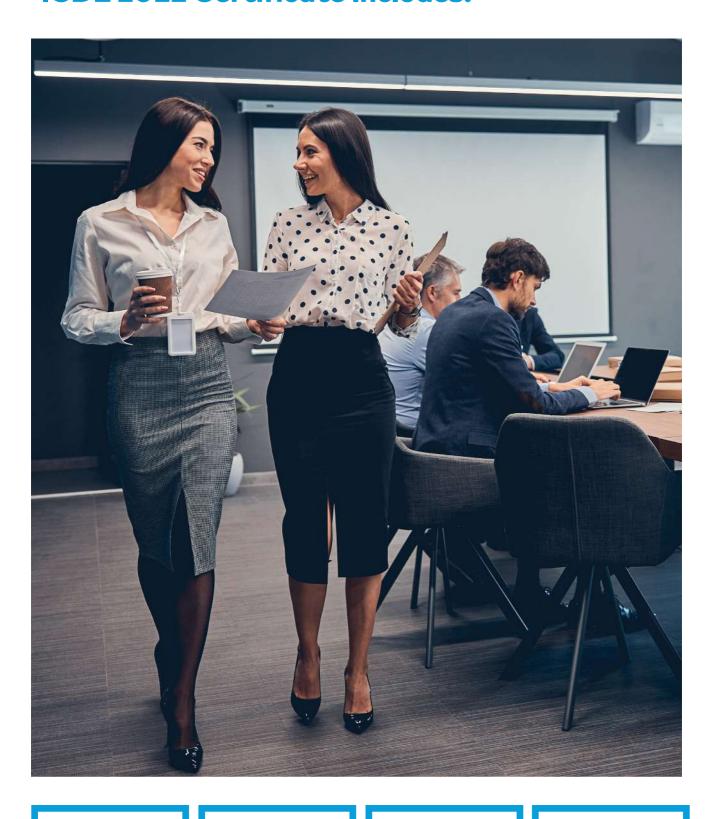
The ICDL 2022 Certificate redefines the standard for digital skills. This new certification updates the previous seven module certification by integrating new content, ensuring that candidates have the latest digital skills necessary for any current or future scenarios.

ICDL 2022 is designed to build the digital skills of the modern workplace and will help employees and candidates demonstrate their effective use of technology with skills and knowledge needed to:

1. Use a computer and operate online effectively
2. Use workplace applications effectively
3. Create complex documents that are attractive and easy to read
4. Organise and analyse data using spreadsheet software
5. Communicate information using presentation software
6. Work effectively in an online team using a range of collaborative tools and platforms
7. Protect data and information on computers, devices, and networks
8. Consider the potential of emerging technologies and have informed conversations with IT specialists

The syllabus content for all modules is supported by high-quality elearning materials that establishes core concepts, gives practical examples of implementation, and provides opportunities for reflection. Together with a certification test for each module, this learning can provide an excellent opportunity to develop relevant competences for future career development, or to contribute to continuous professional development.

ICDL 2022 Certificate Includes:

| Interactive eLearning | Progress assessments | Seven Tests | International Certificate |

ICDL 2022 Certificate Modules

Online Teamwork

Effective online teamwork requires a group of people to work together to complete a shared goal. However, effective collaboration can be challenging without the appropriate collaborative tools and platforms or the skills to use them. These technologies make it possible for team members to communicate effectively with each other, plan and manage tasks, and store and share information and expertise, from one secure online location. This module covers the main concepts and skills needed to work effectively in an online team using collaborative tools and platforms. It is suitable for any person who works in a team or is preparing to work in a team that uses collaborative tools to achieve their shared goals.

Cyber Security

For individuals and organisations, it is important to be aware of best practice in maintaining a secure network connection, using the internet safely and securely, and managing data and information.
This module covers the main concepts around secure information and data, physical security, privacy, and identity theft. As data and information are valuable, having the appropriate knowledge, skills, and awareness to protect them is beneficial in a wide range of job roles. The Cyber Security module helps workers and employers protect these crucial resources.

Emerging Technologies 2022

As individuals and employers it is important to be aware of what technologies are likely to have the most impact as well as their underlying concepts and potential, in order to be informed and help organisations make informed choices.
This module provides the conceptual understanding of emerging technologies such as Artificial Intelligence, the Internet of Things (IoT), Big Data and Cloud Computing . It is suitable for managers who are not IT professionals to consider the potential of these technologies and have informed conversations with IT professionals or specialists.

ICDL 2022 Certificate Modules

Computer & Online Essentials module

Technology is a key element of every modern job. Working with computers and devices, as well as using online tools and applications effectively are requirements for everyone. This module covers the main concepts and skills needed for using computers and devices, file and application management, networks, online information, online communication, and safety. It is suitable for anyone that uses computers to carry out specific tasks and acts as a foundation for developing further competences in the effective use of technology

Documents 6.0

With so many job roles now using essential ICT skills, workers need to demonstrate their ability to use document applications to produce workplace documents effectively. This module covers the main concepts and skills needed for common word processing tasks, such as creating, formatting, and finishing letters and other everyday documents. It is suitable for a wide range of candidates who want to be able to work with documents effectively using a range of word processing applications.

Spreadsheets 6.0

Organising and analysing data using a spreadsheet application produces useful insights for all types of organisations. In addition to using standard formulas and functions, this module covers visualisation of data through creating and formatting graphs or charts.This module covers the main concepts and skills needed to use spreadsheets, such as tasks associated with developing, formatting, modifying, and using a spreadsheet. It is suitable for any job role where the analysis of numerical data is an important activity, such as accountants, project managers, sales executives, engineers – and many more.

Presentations 6.0

Presentations are a helpful way of communicating information, whether it is to be delivered by a speaker or used as a reference or guide. Being able to present information so that it can be clearly understood is a valuable skill in the workplace.
This module covers the main concepts and skills needed to work with presentation software to create and use presentations. It is suitable for a wide range of candidates in any type of job role that involves communicating with different audiences for different

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