



The Computer & Online Essentials module sets out essential concepts and skills relating to the use of computers and devices, file and application management, networks, online information, online communication, and safety.

After studying this module, candidates should be able to:

- Understand key concepts and carry out key activities relating to hardware and software.
- Manage files and folders, store data, and manage applications.
- Understand network concepts, and connect to a network.
- Find and manage online information effectively, and manage browser settings.
- Understand considerations relating to the effective use of common communication tools.
- Send, receive, and manage emails, and use calendars.
- Understand potential threats and ways to protect computers, devices, and data.
- Recognise considerations relating to safety, well-being, accessibility, and the environment.

WHAT ARE THE BENEFITS OF THIS MODULE?

- Presents the key underlying concepts around computers, communication, and security and safety.
- Covers practical skills relating to settings, file management, online activities, and communication, including email.
- Created with input from subject matter experts and practitioners.

HOW DO I GET STARTED?

To find out more about this certification, please visit <https://icdlarabia.org/modules-office-applications-essentials>
 To locate your nearest accredited test centre, please visit <https://icdlarabia.org/test-centres-near-you>

SYLLABUS OUTLINE

CATEGORY	SKILL SET
Computers and devices	<ul style="list-style-type: none"> • Hardware • Software
Managing files and applications	<ul style="list-style-type: none"> • Introducing file management • Organising files and folders • Storage • Managing applications
Networks	<ul style="list-style-type: none"> • Network concepts • Network access
Online information	<ul style="list-style-type: none"> • Finding information • Managing information • Web browser settings
Online communication	<ul style="list-style-type: none"> • Communication tools • Sending email • Receiving email • Email tools and settings • Organising emails • Using calendars
Safety	<ul style="list-style-type: none"> • Computers, devices and data • Wellbeing and accessibility • Environment