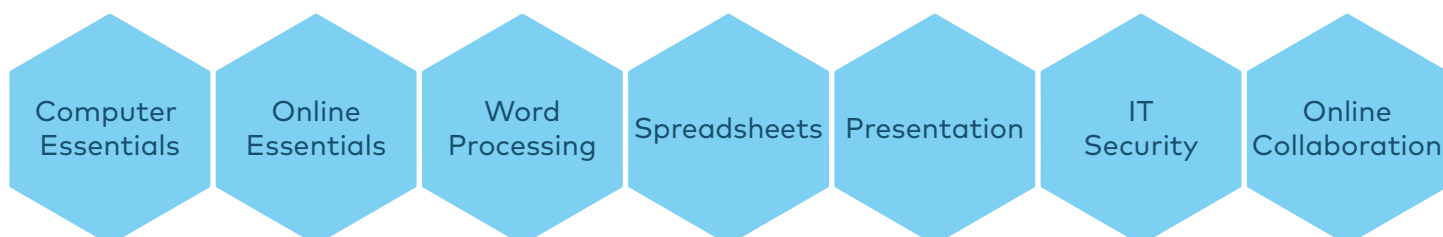# ICDL

Arabia

ICDL Productivity Certification

ICDL Productivity Certification - The ICDL Productivity Certificate equips candidates with the computer skills required by all employers in today's job market. This certificate contains seven modules which demonstrates to employers that a candidate has the required skills and increases their employability and productivity through achieving this internationally recognised job credential certificate. The seven modules cover a wide range of digital skills which ensure the candidate is confident in using common computer applications efficiently, can work collaboratively and can work securely to protect their data and information.

Computer Essentials · Online Essentials · Word Processing · Spreadsheets · Presentation · IT Security · Online Collaboration

- **Computer Essentials –** Sets out essential concepts and skills relating to the use of devices, file creation and management, networks, and data security.

- **Online Essentials –** Sets out essential concepts and skills relating to web browsing, effective information search, online communication and e-mail.

- **Word Processing -** Allows candidates to demonstrate the ability to use a word processing application to accomplish everyday tasks associated with creating, formatting, and finishing small-sized word processing documents, such as letters and other everyday documents.

- **Spreadsheets –** Allows candidates to understand the concept of spreadsheets and to demonstrate an ability to use a spreadsheet to produce accurate work outputs.

- **Presentation –** Allows candidates to understand the concept of presentations and to demonstrate competence in using presentation software.

- **IT Security –** Covers the main skills and knowledge needed for the secure use of ICT in everyday settings, at home and at work.

- **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.

HOW DO I GET STARTED?

Step 1:

To find out more about this certification, please visit
https://icdlarabia.org/productivity-from-home

Step 2:

Click Purchase now to complete your registration and get access to everything you need to get certified.