

ICDL Base 2022 Certificate

Essential computer skills
of the modern workplace



ICDL Base 2022 Certificate



The ICDL Base 2022 Certificate combines three ICDL modules which provide candidates with the essential digital skills required in every modern workplace. The skills covered in this entry-level certificate enable anyone to get started with computers and being online, develop the skills to use common productivity applications such as documents, spreadsheets and presentations, and provide the knowledge required to keep your personal or organisational data safe when online.

This certificate is beneficial for any individual seeking to equip themselves with the primary digital skills required for the workplace today.

The ICDL Base 2022 certificate comprises the three modules of Computer and Online Essentials, Office Application Essentials and Cyber Security. All three modules must be passed to achieve this certification.

The syllabus content for the three modules is supported by high-quality eLearning materials that establish core concepts, give practical examples of implementation, and provide opportunities for reflection. Together with a remotely proctored online certification test for each module, this learning can provide an excellent opportunity to develop relevant competencies for essential computer skills.

**Suitable for
Individuals
looking to
demonstrate
that they have
the computer
skills required
for today's
workforce**

Computer & Online Essentials



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.

Cyber Security



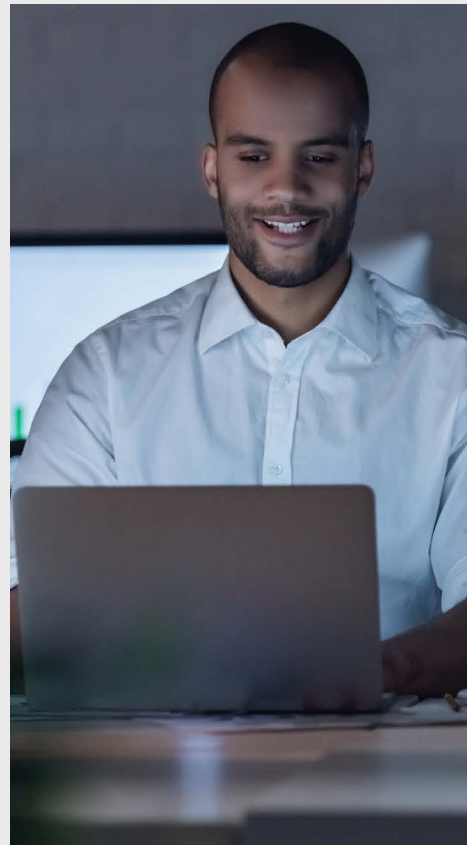
For individuals and organisations, it is important to be aware of best practice in maintaining a secure network connection, using the internet safely and securely, and managing data and information.

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.

Office Application Essentials



This module sets out the essential concepts and skills needed to start using common office productivity applications – word processing, spreadsheets, and presentations – effectively. The ICDL Office Application Essentials module certifies these essential skills and knowledge, and allows you to demonstrate your proficiency against an international standard.



**Interactive
eLearning**

**13 hours
of content**

**Three
Tests**

**International
Certificate**

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Modules



Computer & Online Essentials



Office Application Essentials



Cyber Security

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