ICDL Arabia

ICDL Digital Employee Certification - The ICDL Digital Employee Certificate is designed to equip anyone with the skills that are required to work remotely, either from home, work or any other location. The certification contains five modules which provides the essential ICT skills enabling any employee to remain productive, connected and secure online when using today's technology.

Computer and Online Essentials	Office Application Essentials	Online Collaboration	Cyber Security	Computer Typing & Data Entry

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

- **Office Application Essentials –** Sets out the essential concepts and skills needed to start using common office productivity applications - word processing, spreadsheets and presentation - effectively.

- **Online Collaboration -** Introduces online collaborative tools, such as storage, productivity applications, calendars, social media, web meetings, learning environments, and mobile technology.

- **Cyber Security –** Establishes concepts of online security essential to protect one's digital life at home and at work.

- **Computer Typing & Data entry –** Verify your typing speed and accuracy. Having the right typing speed and accuracy is essential and highly required by employers.

HOW DO I GET STARTED?

To find out more about this certification, please visit
www.icdlarabia.org/

To locate your nearest accredited test centre, please visit
www.icdlarabia.org/