

The **ICDL Productivity Skills Certificate** is designed to equip candidates with digital competence that's a step above the ICDL Basic Skills Certificate. Candidates seeking this certificate can combine any three Applied Skills Modules suiting their professional role, along with the ICDL Basic Skills Certificate. One can choose from Applied Skills essential to specialize in a specific function (e.g. Digital Marketing) or pick generic ones essential to growing in any workplace (e.g. Presentation).



- **Digital Marketing** - Covers the fundamentals of digital marketing, including web presence, search engine optimization, social media, and advertising.
- **Cyber Security** – Establishes concepts of online security essential to protect one’s digital life at home and at work.
- **ICT in Education** – Outlines the pedagogically effective use of ICT to support and enhance teaching, learning and assessment in the classroom.
- **Cyber Security (Military and Police)** - Helps candidates understand how to safeguard sensitive information and infrastructure from cyberattacks.
- **Health Information System Usage** – Emphasises on the appropriate use of more effective, efficient and evidence based Health Information Systems (HIS).
- **Presentation** – Enables candidates to understand the concept of presentations and to demonstrate competence in using presentation software.
- **Using Databases** - Establishes the concept of a database and competence in using a database.
- **Project Planning** - Enables candidates to use project management software to prepare project plans and monitor projects, including planning and managing time, costs, tasks, and resources.
- **IT Security** – Outlines main concepts underlying the secure use of ICT in daily life.
- **Online Collaboration** - Introduces online collaborative tools, such as storage, productivity applications, calendars, social media, web meetings, learning environments, and mobile technology.
- **Social Media** - Highlights skills in using social media resources effectively both in their personal and professional lives.
- **Cyber Safety** – Establishes the knowledge required to safely use computers and a range of mobile devices and to be aware of online threats.
- **Online Search** – Makes candidates aware of different information sources, both traditional and online and be aware of the advantages and disadvantages of the same.
- **Computing** - Sets out essential concepts and skills relating to the use of computational thinking and coding to create simple computer programs.



HOW DO I GET STARTED?

To find out more about this certification, please visit www.icdlarabia.org/certifications
To locate your nearest accredited test centre, please visit www.icdlarabia.org/find-test-centre