

ICDL-International Computer Driving License Certification

Why Learn ICDL?

ICDL certification prove to your employer or potential employer that you have the skills needed for today's workplace and show that you have achieved a high-quality and internationally recognised standard.

Audience Profile :

- Technology is a key element of every modern job role.
- Working with computers and devices, as well as using Office Productivity Applications effectively and creating Word Processing, spreadsheets and presentation are requirements for everyone that works with computers.
- These skills and knowledge are essential not only to carry out specific tasks but also as a foundation for developing further competences in the effective use of technology in the workplace.

Prerequisites:

- None



Course Overview:

- ICDL has developed a suite of programmes that meet the demands of today's digital world.
- Whether you are working through the ICDL Workforce modules to reach the digital skills standard required for the workplace or you are looking to develop more advanced skills for occupational effectiveness, ICDL has a vast range of modules to choose from, so you can build the ideal digital skill set for your needs.
- In today's workplace, it is important that individuals have the ability to use technology efficiently and effectively.
- ECDL / ICDL programme and also the ECDL / ICDL Advanced programme, have already helped over 11 million people to demonstrate their skills and gain a competitive advantage in the employment market.
- The new ICDL Certificate is structured in the following 3 upgraded modules:
 - Module 1 – Computer and Online Essentials: combines the skills in the use of computers, handheld devices as well as Internet and email.
 - Module 2 – Office Essentials: combines skills of the 3 most frequently used applications – word processing, Spreadsheets and presentations.
 - Module 3 – Cyber Security: critical behavioral and technical skills to use computers and handheld devices safely.

ICDL-International Computer Driving License Certification Outline:

- Module 1: Data Analysis in Excel
- Computer & Online Essentials Module
- This 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.
- 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.
- Office Applications Essentials
- This module sets out the essential concepts and skills needed to start using common office productivity applications – word processing, spreadsheets, and presentations – effectively.
- Presents the key underlying concepts around office productivity applications, Word Processing and spreadsheets.
- Covers practical skills relating to creating and formatting documents, using spreadsheets to enter and analyse data, and building and delivering a presentation.
- Developed with input from computer users, subject matter experts, and practicing computer professionals from all over the world. This process ensures the relevance and range of module content.
- Cyber Security
- This module will help candidates understand online security and start to protect their digital life, whether at home or at work.
- Covers the key information and skills needed to stay secure and keep information safe from miscreants online
- Can be applied in various personal and professional scenario where Cyber Security is essential.
- Certifies best practice in Cyber Security
- Developed with input from computer users, subject matter experts, and practising computer professionals from all over the world. This process ensures the relevance and range of module content

Training Solutions:

- ✓ Offline Classroom Instructor-Led Training in our labs or onsite Locations.
- ✓ Virtual Instructor-Led Training Via Virtual Video Conferencing Tools.

Why Learners Prefer CLS as their Training Services provider ?

- Premium Training Services Accredited from Global Technology Vendors.
- Best Rated Experts & Certified Trainers in Egypt.
- Official Training Hours, Practice Labs, Hands-on Learning.
- CLS Training Classrooms are designed with High Edge PCs and Training Facilities.
- Return on Training Investment is Guaranteed to boost performance.



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