

ICDL Workforce

COMPUTER AND ONLINE ESSENTIALS



The Computer & Online Essentials module covers the main concepts and skills needed for using computers and devices, file and application management, networks, online information, online communication, and safety.

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 is suitable for those who use computers to carry out specific tasks but also as a foundation for developing further competences in the effective use of technology in the workplace. While most people are aware of some common tasks on computers or online, they may also benefit from important additional skills or knowledge relating to managing device settings, browsing, or communication.

**Develop
essential
skills to use a
computer and
operate online
effectively**

The Computer & Online Essentials module is part of the ICDL Workforce programme, designed to build the digital skills of the modern workplace.

Main learning outcomes

Successful candidates will be able to use a computer and operate effectively online. After passing this module, candidates will feel confident using computers in the workplace, understanding the key concepts around computers, communication and security and safety online. They will be able to:

- Understand key concepts and carry out key activities relating to hardware and software
- Manage files and folders, store data, and manage applications
- Understand network concepts, and connect to a network
- Find and manage online information effectively, and manage browser settings
- Understand considerations relating to the effective use of common communication tools
- Send, receive, and manage emails, and use calendars.
- Understand potential threats and ways to protect computers, devices, and data.

Why certify with ICDL?

- ICDL certification is internationally recognised by employers and institutions.
- ICDL modules are developed with input from computer users, subject matter experts, and practising professionals from all over the world.
- The regularly updated syllabus content reflects day-to-day tasks and responsibilities typical of job roles.
- ICDL modules focus on skills acquisition as well as an understanding of concepts.
- ICDL syllabus content is vendor-independent so that skills and knowledge are transferable.
- ICDL has rigorous Quality Assurance Standards (QAS) and regular quality audits are conducted internally and externally.

Module Overview	
Category	Skill Set
Computers and devices	• Hardware • Software
Managing files and applications	• Introducing file management • Organising files and folders • Storage • Managing applications
Networks	• Network concepts • Network access
Online Information	• Finding information • Managing information • Web browser settings
Online Communication	• Communication tools • Sending email • Receiving email • Email tools and settings • Organising emails • Using calendars
Safety	• Computers, devices and data • Wellbeing and accessibility • Environment

