# ICDL
# PROFESSIONAL

**Digital skills for occupational effectiveness**

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## Digital skills for occupational effectiveness



**ICDL Professional is designed to meet the needs of modern professionals in a range of sectors and develops an advanced level of skills for those with technology reliant roles. From the use of business applications to the fundamentals of advanced technologies, these skills allow them to manage different types of workload as well as collaborate with technical teams.**

## CREATIVE

### Presentations (Advanced)

Develop the skills needed to plan, create, and deliver presentations to a range of audiences.

### 2D Design

Develop the skills needed to create 2D drawings and projects using computer-aided design tools.

### Websites

Develop the skills needed for web editing and publishing, including using HTML and CSS.

### Documents (Advanced)

Develop the skills needed to create complex documents that are attractive and easy to read.

### 3D Design

Develop the skills needed to create 2D drawings and projects using computer-aided design tools.

### Image Editing

Develop the skills needed to create 2D drawings and projects using computer-aided design tools.

# COMPUTATIONAL

### Financial Spreadsheets

Develop the advanced spreadsheet skills needed for finance and accountancy tasks.

### Data Analytics

Develop the skills needed to carry out data analysis, including summarisation and visualisation.

### Databases

Develop the skills needed to manage and use information in database applications.

### Management Spreadsheets

Develop the skills needed to use the advanced features, capabilities, and data handling of spreadsheets.

### Coding Principles

Develop computational thinking abilities and the skills needed to code simple computer programmes.

### Databases (Advanced)

Develop the skills needed to use advanced databases for handling high volumes of data.

# ENTREPRENEURIAL

### Project Planning

Develop the skills needed to use project management software for the successful delivery of projects.

### Digital Marketing

Develop the skills needed to plan, execute, and measure an effective digital marketing campaign.

### eCommerce

Develop the skills needed to sell online, including options and considerations for different platforms.

### CRM Systems

Develop the skills needed to use relationship management systems, including queries and reporting.

# ICDL FOR TEACHERS

### ICT in Education

For Teaching and Learning Professionals in the education and training sector, ICDL has developed ICT in Education, a module which covers the main concepts and skills needed to use ICT as an effective support to pedagogy. Teachers and Educators should complete ICT in Education and select other ICDL modules to build their ICDL Profile tailored to their specific teaching needs.

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## Digital skills for occupational effectiveness

### CREATIVE

- Documents (Advanced)
- Presentations (Advanced)
- Web Editing
- 2D Design
- 3D Design
- Image Editing

### ENTREPRENEURIAL

- Digital Marketing
- Project Planning
- CRM Systems
- eCommerce

### COMPUTATIONAL

- Financial Spreadsheets
- Management Spreadsheets
- Data Analytics
- Computing
- Databases
- Databases (Advanced)

icdlafrica.org

ICDL

The Digital Skills Standard