



The Digital Skills Standard

ICDL Americas

# ICDL PROFESSIONAL

Digital skills for occupational effectiveness



[icdlamericas.org](https://icdlamericas.org)

# ICDL PROFESSIONAL

## 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.

### 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.

## CREATIVE



### **Presentations (Advanced)**

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



### **Documents (Advanced)**

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



### **Web Editing**

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



### **Image Editing**

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

## 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.

## ICDL FOR TEACHERS



### **ICT in Education**

The ICT in Education module covers essential concepts and skills required to start engaging in the pedagogically effective use of ICT to support and enhance teaching, learning and assessment in the classroom.



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Documents (Advanced)



Web Editing



Presentations (Advanced)



Image Editing

## ENTREPRENEURIAL



Digital Marketing



Project Planning

## COMPUTATIONAL



Financial Spreadsheets



Coding Principles



Management Spreadsheets



Databases



Data Analytics



Databases (Advanced)

## ICDL FOR TEACHERS



ICT in Education