



ICDL DIGITAL STUDENT

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.

Today's average student is adept at using social media, video sharing, gaming, and other technologies. However, this familiarity doesn't translate to proficiency with the devices and online tools essential for modern learning and future workplaces.

The Computer and Online Essentials module provides students with the basic digital skills required to use a computer safely and effectively. Students will also learn how to source credible information and communicate safely online. This module is ideal for students starting off on their digital skills learning path.

**Develop
essential
skills to use a
computer and
communicate
safely online**



Computer & Online Essentials is part of ICDL DIGITAL STUDENT, a set of modules designed to meet the digital skills requirements of school students.

Main learning outcomes

Successful students will gain the essential digital skills required to use a computer safely and effectively. After passing this module, students will feel confident using a computer, sourcing credible information and communicating safely 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
- 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

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 Communication	• Communication tools • Sending email • Receiving email • Email tools and settings • Organising emails • Using calendars
Safety	• Computers, devices and data • Wellbeing and accessibility • Environment

Why certify with ICDL?

- ICDL is the global leader in digital literacy learning and certification
- ICDL modules are designed and updated by global subject matter experts, providing a standardised certification of skills and knowledge
- ICDL is used by thousands of schools around the world
- ICDL has rigorous Quality Assurance Standards (QAS) and regular quality audits are conducted internally and externally

