

Modules (Flexible Pathways)

✦ The candidate chooses from multiple module groups (typically 3–7 exams).

◆ **Advanced & Office Skills**

Advanced Documents

Description:

Advanced word processing skills for professional document creation.

Key Skills:

- Advanced formatting and styles
- Long documents and references
- Automation tools
- Document management and review features

Advanced Spreadsheets

Description:

Advanced Excel skills for data analysis and reporting.

Key Skills:

- Complex formulas and functions
- Data analysis tools
- Pivot tables
- Charts and dashboards
- Data modeling basics

Using Databases

Description:

Managing and working with structured data using database systems.

Key Skills:

- Database structure and tables
- Queries and filters
- Forms and reports

- Data management and retrieval

Data Analytics

Description:

Introduction to analyzing and interpreting data for decision-making.

Key Skills:

- Data collection and cleaning
- Data visualization
- Charts and dashboards
- Basic statistical interpretation

◆ Business & Digital Marketing

Digital Marketing

Description:

Covers essential digital marketing strategies and tools.

Key Skills:

- Social media marketing
- SEO basics
- Online advertising
- Content marketing
- Analytics and performance tracking

E-Commerce

Description:

Understanding online business operations and digital selling platforms.

Key Skills:

- Online store setup
- Digital payment systems
- Customer journey
- E-commerce platforms

Project Planning

Description:

Basic project management and planning using digital tools.

Key Skills:

- Project lifecycle
- Task planning and scheduling
- Resource management
- Tracking progress

Data Protection

Description:

Focuses on laws, privacy, and data security in digital environments.

Key Skills:

- GDPR concepts
- Data privacy rules
- Secure data handling
- Compliance basics

◆ Emerging Technologies

Artificial Intelligence (AI)

Description:

Introduction to AI concepts and real-world applications.

Key Skills:

- AI fundamentals
- Machine learning basics
- AI tools and applications
- Ethical considerations

Cloud Computing

Description:

Understanding cloud services and digital infrastructure.

Key Skills:

- Cloud storage and services
- SaaS, PaaS, IaaS concepts
- Online collaboration tools
- Security in the cloud

Internet of Things (IoT)

Description:

Covers connected devices and smart systems.

Key Skills:

- Smart devices concepts
- Data from connected systems
- IoT applications in daily life
- Basic network connectivity