

ICDL Certification

ICDL is the world's number one computer skills certification program that demonstrates a person's competency in the use of a computer and common computer applications. It is a high-quality, internationally-recognized certification designed, validated, and approved by international experts.

About ICDL US and ECDL Foundation

ICDL US is a not-for-profit organization that delivers ICDL certification throughout the United States. It is an initiative of ECDL Foundation, the international certifying authority of the ICDL program, which also promotes the development and investment in digital literacy at state, national, and international levels.

ECDL Foundation's mission is to enable proficient use of Information and Communication Technology (ICT) that empowers individuals, organizations and society, through the development, promotion, and delivery of quality certification programs throughout the world.

The ICDL Syllabus

The syllabus consists of 7 individual modules. In order to achieve the ICDL certification, individuals must pass a test for each of the 7 modules. ICDL module 1 is a theoretical test of computing knowledge at a general level, while modules 2-7 are predominantly practical skills tests:

Module 1 – Concepts of Information and Communication Technology (ICT)

Module 2 – Using the Computer and Managing Files

Module 3 – Word Processing

Module 4 – Spreadsheets

Module 5 – Using Databases

Module 6 – Presentation

Module 7 – Web Browsing and Communication

Why Choose ICDL?

- World's leading computer user certification, delivered to 12 million people in 148 countries
- Endorsed by computer societies, governments, international organizations (such as the UN), academia, and the corporate sector
- Implemented according to strict quality assurance standards
- Program design enables flexible delivery of training programs
- Vendor-neutral: ICDL modules are not tied to any one brand of software provider
- Syllabus revised regularly to ensure continued relevancy
- Supports the individual's engagement in lifelong learning
- Provides objective verification of the broad range of skills acquired



Benefits of ICDL Certification

Benefits for Individuals

- Increases essential ICT skills and knowledge
- Increases confidence through achievement
- Improves job prospects and job mobility
- Provides a platform from which to move on to higher-level ICT education
- Vendor neutral – individuals can choose to acquire skills in the software applications that they prefer
- Internationally recognized



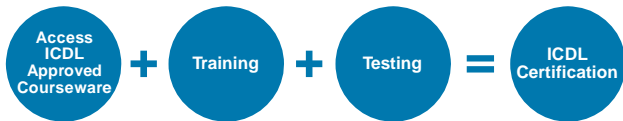
Benefits for Employers

- Provides objective verification of employee and applicant skills
- Increases productivity and the quality of employee output
- Reduces costs and time wasted
- Optimizes return on investment in technology
- Increases employees' confidence and job satisfaction
- Offers program syllabuses that are up-to-date and provides the skills and knowledge that people need for today's technologies
- Programs can be delivered in many formats to suit varying learning styles and business needs (classroom, e-learning etc.)

How to get started

For the individual:

1. **Visit** www.icdlus.org to locate your nearest accredited test center.
2. **Registration:** Contact your chosen accredited test center to register as a candidate. Registration covers:
 - Online Courseware Access
 - Diagnostic Tests
 - Certification Tests
3. **Training:** For each module, candidates may use a combination of diagnostic tests (pre and post training), online courseware and instructor-led training prior to taking certification tests.
4. **Testing:** Take the certification exams at the end of the training at an accredited test center.



The ICDL certificate will be granted to candidates who successfully pass all 7 ICDL modules. When a candidate successfully passes modules 2, 3, 7 and one other they will receive the ICDL start certificate.

For inmates in the Federal BOP or State Prisons:

You may complete some of the modules in prison and then the remainder (or all) at The Aleph Institute.

Scholarships are available for Aleph Institute members, please inquire for more information.

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International Recognition

Multinational companies such as DHL, l'Oreal, Volkswagen, and Toyota are just a small selection of the many commercial organizations that have provided ICDL / ECDL for their staff. More than 60 governments and ministries of education around the world have adopted the ICDL program for their employees and/or citizens. International organizations, including the UN, UNDP, UNESCO, and USAID support the implementation of ICDL / ECDL Foundation's certification programs in developing markets.



The Aleph Institute

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