

International Computer Drivers License

The International Computer Drivers License is designed for participants to acquire and certify in basic computer skills. Today's employers expect workers to have fundamental computer skills when they enter workplace.

This institute is structured to build from a participant's current knowledge with computers to complete an International Computer Drivers License (ICDL). No prior computer experience is required. The ICDL is a global standard for computer competency recognized by more than 140 countries. The ICDL certifies to both participants and employers that License Holders are able to use a personal computer and software at a standard level of competence.

The ICDL is recognized in over 140 countries around the world and has over 900,000 certified license holders.

The program goal is to prepare for and complete the seven (7) certification exams. Successful completion of all of the exams will result in certifying participants as an official holder of the International Computer Driver's License.

Who should take this course?

This program is designed for new and inexperienced computer users. Individuals who have had no previous formal computer training will find this program provides a broad introduction to the primary computer functions used in most workplaces. Individuals who wish to certify their existing knowledge base and improve their understanding of these basic technology functions will also benefit from certifying as an International Computer Drivers License holder.

Program Modules

This program is made up of seven modules which include:

- Basic Concepts of Information Technology
- Using the Computer and Managing Files
- Word Processing
- Spreadsheets
- Databases
- Presentations
- Internet and Email

Course Modules

Institute Courses and Descriptions

Basic Concepts of Information Technology

The basic physical make-up of a personal computer, and concepts such as data storage and memory.